



Canadian Office and Professional Employees Union
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ELECTION OF OFFICERS

On behalf of the Balloting Board:

Nominations are now open for the COPE Local 397 Executive Board for the term to run from January 1, 2025 to December 31, 2027.

Nominations may be sent by e-mail, mail or fax, and **must be received at the Union Office**, directed to the Balloting Board, **no later than 4:00 p.m., October 18, 2024**. All nominations must be signed by the active member submitting the nomination.

The positions on the Executive Board (**duties attached**) are as follows:

President
1st Vice-President
2nd Vice-President
Treasurer
Recording Secretary
Sergeant-at-Arms

The Constitution states that:

14.3 No person shall be elected, **or appointed** to the Executive Board of **COPE Local 397** unless they are **an** active member as set out in Article 5.3. They must also have continuous active membership status for at least the preceding twelve (12) months **and** have permanent employment status with their Employer.

Balloting Board: Robert Taschuk
Ann Gold
Amanda McKay
Meaghan McGuire

Attachment

October 4, 2024

ARTICLE 9 – EXECUTIVE OFFICERS:

- 9.1 **COPE Local 397 Active Members** shall elect the following Officers **triennially**. President, First Vice-President, Second Vice-President, Treasurer, Recording Secretary, Sergeant-at-Arms and Unit Representatives of the Prairie Council as outlined in Article 12.2.1.
- 9.2 It is the obligation of all Officers to **fulfill their assigned duties** and regularly attend scheduled and specially called Executive Board, Prairie Council, **General Membership, and their respective Unit** meetings.
- 9.3 **Two signatures shall be required on all cheques. The President, Treasurer, and one other Executive Board Member must have signing authority provided that the Executive Board Member is a VP.**
- 9.4 President
- 9.4.1 The President shall:
- a) **perform the duties as enumerated in COPE Local 397 Constitution and Policy, on a time lost basis.**
 - b) preside at General Membership, Executive Board, and Prairie Council Meetings **observing Bourinot's Rules of Order.**
 - c) appoint all committees.
 - d) transact such other business as may of right pertain to the President's office and which may be necessary to the proper functioning of this Union.
- 9.4.2 The President shall:
- a) sign each collective bargaining agreement negotiated by **Union Representatives of COPE Local 397;**
 - b) **Chair-the Staffing Committee;**
 - c) represent COPE Local 397 as a Vice-President of the SFL;
 - d) be an ex officio member of all COPE Local 397 Committees, with the exception of the Balloting Board;
 - e) act as a signatory on documents, **warrants** and cheques drawn on **COPE Local 397** funds as required in the conduct of **COPE Local 397 business pursuant to policy;**
 - f) **be the main spokesperson and officer of COPE Local 397. It shall be the duty of the President to protect and promote COPE Local 397 interests and reputation."**
 - g) perform any and all duties as directed by Prairie Council and the Executive Board;
 - h) keep the first and second Vice-Presidents and Treasurer informed/**copied on all actions;**
 - i) **be the chief representative of the Union in relations with other Unions and be the senior delegate of the Union to labour movement meetings, conferences and conventions;**
 - j) appoint all Committees not otherwise ordered;
 - k) authorize staff to obtain legal counsel, as required, to perform their duties;
 - l) **insure that the National Union provides the National President and the National Secretary-Treasurer with the names and contact information of all the COPE Local 397 Union Officers as well as any changes to that information;**
 - m) **insure that** National Union shall be provided, upon request, a copy of a concluded collective agreement.
- 9.4.3 At Executive, Prairie Council, General Membership, **and Committee Meetings**, the President shall have voice but no vote except in the event of a tie, in which case the President shall cast the deciding vote. As presiding officer the President is prevented from making motions.
- 9.5 First Vice-President
- 9.5.1 The First Vice-President shall:
- a) perform the duties of the President in the absence of that Officer. In case of dismissal, resignation or death of the President, the First Vice-President shall perform the duties of the President until such vacancy is filled by the next regular election as provided for in this Constitution;
 - b) **In case of extended disability or contractually provided leave of absence extending beyond 30 days the First Vice President shall perform the duties of the President on an interim basis;**

- c) have authority to sign cheques with the Treasurer;
- d) be a member of the Staffing **and Finance** Committees.

9.6 Second Vice-President

9.6.1 The Second Vice-President shall:

- a) perform the duties of the First Vice-President in the absence of that Officer. In case of resignation or death of the First Vice-President, the Second Vice-President shall perform the duties of the First Vice-President until such vacancy is filled by the next regular election as provided for in this Constitution;
- b) **In case of extended disability or contractually provided leave of absence extending beyond 30 days the Second Vice President shall perform the duties of the First Vice President on an interim basis;**
- c) act as the Privacy Officer of **COPE Local 397**;
- d) be a member of the Staffing **and Finance** Committees.

9.7 Treasurer

9.7.1 The Treasurer shall:

- a) **ensure that all financial and member accounts of COPE Local 397 are maintained and kept** correct and proper accounts of all its members;
- b) **ensure the collection of** all initiation and reinstatement fees, dues, assessments and fines from members of **COPE Local 397**;
- c) **ensure that** all disbursements for **COPE Local 397 are made** as provided for in Article 1 Dues and Use of Funds, of this Constitution;
- d) **ensure that** a correct record of all monies received and expended **is kept**, and financial statements **are prepared** by calendar months to be submitted to the **Secretary-Treasurer** of the National Union monthly, and to the next Executive Board and Prairie Council **Meetings of COPE Local 397**;
- e) sign all cheques whenever possible;
- f) sign all collective agreements negotiated by representatives of **COPE Local 397**;
- g) Chair the Finance Committee;
- h) be a member of the Staffing Committee;
- i) **ensure the deposit of all funds of COPE Local 397, where possible, in a unionized Financial Institution;**
- j) **ensure that all relevant information pertaining to the bank accounts (name of the institution, full address, account number, is submitted to the National Secretary-Treasurer;**
- k) **ensure all books and records are submitted to the Auditor for the annual audit whenever called upon to do so;**
- l) **turn over to their successor all properties and assets, including funds, books, and records of COPE Local 397, upon the expiration of their term;**
- m) **ensure that all properties and assets, including funds, books and records, are turned over to the Secretary- Treasurer of the National Union or the duly authorized representative when properly called upon to do so;**
- n) **ensure all financial obligations owing to the National Union are remitted not later than the fifteenth (15th) day of the following month, and monthly reports of all dues-paying members, on forms prescribed by the Secretary Treasurer of the National Union, are done;**

9.7.2 The Treasurer, together with the Finance Committee, shall develop and present the proposed budget to Prairie Council.

9.7.3 The Treasurer and **Office Administrator** shall meet with the Auditor annually to review the report and recommendations and in conjunction with the Auditor shall provide the report to the Prairie Council.

9.8 The Recording Secretary shall:

- 9.8.1 a) be responsible for recording an accurate set of minutes of the General Membership, Executive Board, Prairie Council, and Special Meetings. **When possible, Meeting Minutes should be submitted to the COPE Local 397 Office within one week of the meeting;**
- b) shall be responsible for keeping in-camera minutes stored in a secure site at the union office;
- c) turn over to their successor all properties and assets, including books, and records of COPE Local 397, upon the expiration of their term;
- d) keep copies of all meeting minutes and ensure that copies are kept in the Union Office.

9.8.2 be a member of the Staffing and Finance Committees

9.9 Sergeant-at-Arms

- 9.9.1 a) The Sergeant-at-Arms shall assist the **Chair** in maintaining order and is responsible to ascertain that each person who attends a meeting holds membership in **COPE Local 397**;

9.9.2 b) Shall be a member of the Staffing and Finance Committees;

- c) turn over to their successor all properties and assets, including books, and records of COPE Local 397, upon the expiration of their term.