

## Welcome

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—Who We Are and What We Do

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This month is the launch of our union newsletter. This is our way of ensuring all members stay informed of all union business that is of importance to all of us. For our first edition, you will be introduced to our members as well as learning what we do for you. And in turn, the union wants you to consider joining in. Whether it be a role in the executive committee or any other committee that you find interesting.

If we all do a little, a lot can be achieved.

**Allison Prusky**– The **President** shall: • Enforce the CUPE National Constitution, the Local Union bylaws and the Equality Statement. • Interpret the bylaws as required. • 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). • Provide a written report of their activities for the Executive Board on a monthly basis. • Ensure that all Officers perform their assigned duties. • Fill committee vacancies where elections are not provided for. • Be a member ex-officio of all committees of the Local, whether standing or special. • Introduce new members and conduct them through the initiation ceremony. • Have first preference as a delegate to the CUPE National Convention, CUPE Ontario Convention and any other convention or Conferences.

**Vice President Position**– is VACANT at this time and we are hoping someone will show interest. 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. • If the office of the President falls vacant, be Acting President until a new President is elected through a by-election. • Render assistance to any member of the Executive as directed by the Executive Board. • Be a member ex-officio of all committees of the Local, whether standing or special.

**Lora Johnson**– Is your **Recording Secretary**. Keep 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 Secretary Treasurer. The record will also include Trustees' reports. • Record all amendments and/or additions in 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. • Maintain an up to date inventory of office equipment.

**Tina Gauthier** –is your **Secretary Treasurer**. • 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. • 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. • 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. • Arrange for transportation/overnight accommodation when required and cover such costs.

**Union organizing  
isn't about signing  
cards - it's about  
empowering  
people and  
changing lives**

# 5269 UNION NEWS

## CAS of Algoma Membership Newsletter– First Edition

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**Jill Paquin**– is your **Chief Steward**. The Chief Steward shall: • Introduce themselves to new members, provide them with a copy of the Collective Agreement, Bylaws and explain the role of the Union; • Ensure accurate records of all grievances are completed with the use of grievance fact sheets and be responsible for ensuring that the grievance procedures are properly administered. • Report on all grievances at general membership meetings either in person or through the President or his/her designate; • Render assistance to any member as needed or assign a designate to attend to said matter; • Be required to attend all levels of steward's courses as provided for by CUPE; • Attend grievance hearings and act as an advocate when requested; • Initiate action when the Collective Agreement has been violated even when there is no complaint;

**Kim Montgomery**– is your **Membership Officer**. Guard the inner door at membership meetings and admit no one but members in good standing or Officers and officials of CUPE, except on the order of the President and with consent of the members present. • Maintain the record of membership. • Maintain the record of attendance at meetings. • Perform such other duties as may be assigned from time to time. Kim also keeps our website up to date and adds dates of meetings /information to Facebook and Instagram. She also send well wish cards to staff on behalf of the union. Please contact her if you know of a member that could use a pick me up card from our Brothers and Sisters.

**Ami Gilmour**– Is your **Shop Steward**. They shall: • Defining, detecting, preparing and presenting grievances at the initial level; • Generally knowing and policing the Collective Agreement and provincial or federal legislation affecting labour and a particular job; • Providing communications and information from the members in the unit to the executive and from the executive to the members, including distribution of union literature and newspapers; • Greet and sign new employees and encourage participation of all members of unit in Union activity; • Maintain daily contact with members to provide ongoing Union awareness and education;

**The boss's promises are temporary. A union contract is in writing.**

**Trustee** –Vacancies at this time • Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-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 any recommendations and/or concerns they feel should be reviewed • 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.

**\*\*This is not the complete list of duties. For the full list of duties and roles of all the officers– please refer to:**

[Final Proposed Bylaw Amendments L5269 2022 05 04-1.pdf \(cupe.ca\)](#)

## WHAT'S NEW?

Your Bargaining Committee– Craig MacKinnon, Ami Madsen, Kim Montgomery, Allison Prusky and Jill Paquin (Alternate) will be bargaining with your National Representative Jay Berberick in April. They have been planning their strategy with the survey results as the template. They have a tough road ahead and will need ALL THE MEMBERS TO STAY UNITED.

There is a call in for members to join the Mobilization Committee—More Information to follow at Membership Meetings.