

CUPE 3904

**POLICY
HANDBOOK**

FOR

**EXECUTIVE
MEMBERS**

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**CUPE 3904
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Executive Member Job Descriptions, Duties and Responsibilities

All Executives

- At the beginning of each term, the executive members will determine dates and times for all executive meetings for the term based on all executive member availability
- All executive members are required to respond to all other executive member emails, phone calls and other forms of communication within a 24-hour period of receipt of the communication
- To attend CUPE National and Ontario sponsored conventions and conferences relevant to their executive role (i.e., CUPE National convention, CUPE Ontario convention, OUWCC conference, CALM conference, etc.) where possible
- All executives are required to provide the union's staff with their Fall teaching schedule no later than September 15 and their Winter teaching schedule no later than January 30

President

- To set the executive meeting dates according to the availability of all executive members; to send reminder emails to all executive members announcing monthly meeting dates
- To set the agenda for all executive meetings (the President is also responsible for asking other executive member input for agenda items to be discussed and covered at the monthly meetings)
- To set all membership meetings (GMM, AGM, bargaining update meetings, strike vote meetings, ratification voting meetings, bylaw meetings, and other union membership meetings) pursuant to the availability of all executive members and/or the relevant executive members specific to the meeting issue (i.e., unit specific VPs re: bargaining related meetings)
- Attend all university state meetings monthly

The President shall be the chief executive officer, chief administrator, and spokesperson for the Local and shall:

- chair all meetings of the Executive Committee and the Local Union, however, at their discretion, they may appoint a Chair for any meeting;
- be responsible, in conjunction with the Executive Committee, for the smooth and efficient operation of the Local;
- sign all authorizations, contracts, and other official documents of the Local;

- in conjunction with the Treasurer, be responsible for accounting for all funds of the Local;
- be responsible for the calling of all Local meetings except meetings of Stewards' Councils and, with the Local Treasurer or the Secretary of each committee, for provision of the required notice and for the preparation of an agenda for such meetings;
- *ex officio*, be a member of all councils and committees of the Local;
- report to the membership at each general membership meeting regarding the actions of the Executive Committee;
- fill committee vacancies where elections are not otherwise provided for; and
- have first preference as a delegate to the National Convention of the Union and to the conventions of all other bodies to which the Local is affiliated and to whose conventions the Local is entitled and chooses to send voting delegates.

Treasurer

The Treasurer shall be the chief financial officer of the Local and shall supervise and ensure that the following accounting processes are maintained accurately.

- 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;
- 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;
- that all revenues, in the form in which they are received, are deposited in an appropriate account at a government insured credit union in the name of the Local;
- that a continuous record of all dues payments and any other assessments is kept, and shall ensure that all dues, assessments and per capita taxes owing to the Union are paid in a timely manner;
- that all bills authorized for payment by the Executive Committee and/or membership are paid in a timely manner;
- that all payroll records are completed and maintained in accordance

with the provisions of relevant legislation and/or the collective agreement covering staff;

- proper accounting for all receipts and disbursements and, with the guidance of the Local's auditor, ensure that the financial records of the Local are properly kept in accordance with generally accepted accounting principles;
- report on the finances of the Local quarterly or more frequently if so directed by the Executive Committee, and at least twice per fiscal year to the membership in a General Membership Meeting;
- recommend to the Executive Committee a financial statement for the current fiscal year and a budget for the next fiscal year and, upon approval by the Executive Committee, recommend both for adoption by the membership at the Annual General Meeting;
- upon request by either the President or the Executive Committee, submit within seven (7) days all record books and vouchers; all receipts, cheques, and bank statements issued and received; and a detailed written report of all expenditures and disbursements of the funds of the Local;
- that the finances of the Local are audited by an independent auditor once per year;
- make all books and records available for inspection by the auditors and/or Trustees upon reasonable notice;
- upon termination of office, surrender all books, records, and other properties of the Local to their successor;
- Organize and set one Audit Committee meeting each term (Fall and Winter); send email to the union's Staff with potential dates and times for the audit committee meeting for the staff to find and book rooms and food for the meeting; send emails announcing the meeting and email reminders to the audit committee members regarding the date and time of the audit committee meetings
- The annual budget must be approved by the executive at the October meeting
- Trustees must meet to approve the budget by November 30th
- Trustees are required to review and complete a Trustees Report by November 30th
- Annual financial statements must be approved by the executive no later than the March executive meeting
- Trustees must meet to accept financial statements and complete the Trustees Reports and complete the CUPE National package by April 30th
- Trustees are required to review and complete a Trustees' Report by November 30th

VP Campaigns and Equity

- In cooperation with the VP Communications, to send emails to all members announcing CUPE 3904, CUPE National and CUPE Ontario campaigns and campaign information
- To attend and document labour related and equity rallies and local events, where possible, directly relevant to member interests
- To organize and encourage member support for campaigns and participate in rallies
- In cooperation with the VP communications, mobilize members and attend at all-campus coalition meetings, where possible, and facilitate CUPE 3904 member interests within the broader university community (RSU, CESAR, RFA, CUPE 233, OPSEU)
- To organize and participate on union committee meetings regarding equity, and other union communications and mobilization committees, etc.
- To revise the CUPE 3904 calendar and campaign materials for each academic year in consultation with the President, Treasurer and Unit 1 VP (payment approvers)
- To procure campaign products for our members and to raise the profile of the union within the broader university community in consultation with the President, Treasurer and Unit 1 VP (payment approvers)

The Vice-President of Campaigns and Equity shall:

- be responsible for developing and maintaining contacts and regular liaison and promoting equity with those organizations within the University community and be responsible for developing and maintaining contacts and regular liaison and promoting equity with organizations outside the University community, the activities of which are not Unit-specific;
- advise and give guidance to Executive Committee members and the general membership on all issues that affect all equity seeking groups at the local and union level and at the broader labour movement level;
- be responsible for the mobilization of the members for approved campaigns, and, in conjunction with the Unit VPs and the VP Communications, shall maintain email/telephone listing of each units' membership;
- be responsible for the acquisition and maintenance of Union paraphernalia for campaign purposes. Each campaign will require a budget approved by the Executive Committee;
- in conjunction with the VP Communications, shall organize guest speakers, rallies, demonstrations, etc. approved by the Executive Committee. They will work closely with Local Committees in regards to their campaign, educational and social requirements; and

- at the decision of the Executive, assume the duties of the President in the event that the President resigns, is absent or is otherwise unable to perform their duties; until such time as the President is able to resume their duties or is replaced in accordance with Article 13.4.

VP Communications

- To arrange the notetaker, filing, and keeping records of the minutes for all executive meetings and membership meetings;
- To send all union communications to members regarding AGM, GMM, and other non-unit specific information;
- To organize and put together the membership meeting package (based on the officer reports solicited from each officer together with other union materials stated in the CUPE 3904 bylaws), send agenda and meeting package for all membership meetings to all members prior to union membership meetings;
- Participate and organize the strike communications committee with the President and unit specific VP; in consultation with the unit specific VP, send strike information to the general membership (the unit specific VP will send strike information and communication to their unit specific members);
- Attend all campus coalition meetings, where possible, with the VP Campaigns and other union executive members;
- shall undertake the responsibility of communication with the Local's membership, in consultation with the President, VP Campaigns and the unit specific VPs, to include but not to be limited to, the production of the Local's newsletter, special educational campaigns, etc.;
- to arrange on behalf of the Local guest speakers or other notable public figures to bring relevant national or international issues to the attention of the members;
- shall be responsible for sending all emails and meeting material for notification of membership meetings;
- shall be responsible for organizing and informing the Executive Committee of all Social Events as defined by policy;
- be responsible for website management and currency, update member list serves for all three unit list serves and general membership list serve;
- shall be responsible for all freedom of information requests;
- shall arrange a minute taker for the local and keep correct, full, and impartial accounts of all meetings of the Executive, Stewards' Councils and the membership, ensuring that these records include a copy of the full financial report presented by the Treasurer; and shall ensure that

such records are kept in a file located in the Local office;

- with the President, ensure the preparation of the agenda for each meeting of the Executive Committee, and for each General Membership Meeting, and shall ensure the production and transportation of adequate supplies of relevant supporting documentation for each such meeting;
- with the President, ensure that proper notice is provided to the membership for all meetings,
- with the Unit VPs, organize strike and ratification voting meetings;
- ensure that an accurate record of the membership of the Local is maintained;
- ensure that proper records of all correspondence of the Local are maintained;
- submit all bylaw amendments approved by the membership to the National President for approval and, upon approval, ensure that copies of the revised bylaws are readily available at the Local office and on the union website; and
- at the decision of the Executive, assume the duties of the First Vice-President (VP Campaigns and Equity) in the event that the First Vice-President resigns, is absent or is otherwise unable to perform their duties; until such time as the First Vice-President (VP Campaigns and Equity) is able to resume their duties or is replaced in accordance with Article 13.4.

Unit VPs

- Respond to their unit specific member emails, phone calls and other unit specific forms of communication on a timely basis (within a 24-48 hour period - excluding weekends and holidays - of receipt of communication);
- Respond to executive member emails, phone calls and other forms of communication on a timely basis (within a 24-48 hour period - excluding weekends and holidays - of receipt of communication);
- Send unit specific information emails to their unit members on a regular basis (at least once per month), for example, but not limited to, professional expense reimbursement claims and health fund reminders, job posting reminders, etc.;
- Send unit specific Welcome new and returning member email in the first week of each term (first week of September and second week of January);
- Send all unit specific updates, general information, bargaining updates, and other unit specific communication;

- Meet with their unit specific members regarding complaint and grievance issues; accompany and represent their unit members to complaint and grievance meetings with HR/Chair/Dean (management);
- Request necessary information from management regarding complaint and grievance issues (i.e., scoring forms for Unit 1 and Unit 2 hiring decisions);
- Attend all Contract Lecturer decision making hiring meetings (unit 1 specific) to ensure that scoring and seniority principles are adhered to by management (specifically Unit 1 VP to attend all CLAC decision making hiring meetings for all departments/schools across the campus); in cases where the meetings take place simultaneously or during the Unit VP's lecture or class time, the Staff Representative can be requested to attend on behalf of the Unit VP or the Unit VP can request that the CLAC provide all the scoring and seniority information for all applicants by email to the Unit VP as soon as the CLAC decision making hiring meeting ends);
- Attend and act as Lead Negotiator at all bargaining meetings for their unit (both caucus proposal planning and proposal revision meetings, and meetings with management);
- In coordination with the VP Communications, organize strike and ratification voting meetings;
- All email communication sent to members and notification of unit specific meetings is written and sent by the Unit VP;
- Ensure the President is copied on all communications and invited to all unit specific meetings;
- All bargaining proposals are drafted by the Unit VP in consultation with the bargaining committee; all bargaining proposals are reviewed by the bargaining committee before presentation to management;
- Organize and set one (or two if necessary to accommodate the greatest number of department stewards) Stewards Council Meeting each term (Unit 1 = Fall and Winter; Unit 2 = Fall and Winter; Unit 3 = Fall and Winter); send an email to the union's Staff with potential dates and times for Stewards Council Meetings for the staff to find and book accessible rooms and food for the meeting if being held in person or, if being held virtually to best accommodate the Department Stewards, set meeting dates and send Google Meet invitations to all Department Stewards; send emails announcing meeting and reminder emails to all Unit specific department stewards;
- Stewards Council Meetings must be held before November 15th in the Fall term and March 15th in the Winter term;
- The Unit VPs are responsible for keeping track of Department Steward attendance at a minimum of one meeting (general membership meetings or Stewards Council meetings) per term in order to be eligible for the honorarium; failure to attend a minimum of one meeting in a term and still

receive an honorarium payment is subject to valid reasoning provided to the Unit specific VP;

The Unit VPs shall:

- assume responsibility for communication with the membership of their specific Unit including, but not restricted to, emails providing information to their Unit specific members, content pertaining to their specific Unit in the production of a regular Local newsletter, etc.;
- within their respective units, are responsible for representing their unit specific members and/or overseeing the handling and processing of all grievances and other related actions undertaken by the Local and/or its members to enforce the Collective Agreement;
- within their respective units, ensure that they, the Unit VP attends all Contract Lecturer Appointment Committee (CLAC) meetings, or, if not available, is sent the scoring and ranking by the Chair of the CLAC for those departments, and the Unit VPs maintain a schedule of such meetings in their local Google calendar.
- within their respective units, ensure that the procedures outlined by the Collective Agreement are followed with respect to postings and the holding and conduct of CLAC meetings; and bring all irregularities to the attention of the Executive Committee;
- within their respective units, maintain Local records of who is assigned work and who did not receive work as a result of decisions of the relevant CLAC meetings;
- within their respective units, supervise the elections of all stewards, and co-ordinate the training and activities of the elected stewards;
- serve as Chair of their respective Stewards' Councils, shall ensure that proper notice for all Stewards' Council meetings is provided to all department stewards, and shall ensure that proper minutes of all meetings are filed with the VP Communications in the union's minute books;
- be the representatives of the Executive to Stewards' Councils, and shall:
 - o report to the Executive Committee on all business conducted by Stewards' Councils, including all Councils recommendations for Executive Committee decision and/or action; and
 - o report to Stewards' Councils the activities of the Executive Committee relevant to the mandate of Stewards' Councils;
- oversee and co-ordinate the appointment or election of, and the activities of, all Local representatives of health and safety committees in conformity with the *Ontario Health and Safety Act*;
- represent their respective Units at Labour-Management Committee meetings and draft an agenda with the Unit specific issues to be discussed at said meetings; and
- oversee and co-ordinate such other membership contact as the Executive Committee or Stewards' Councils may, from time to time, determine.

Donations Policy

General Donations

- General donation requests will only be considered once a CUPE 3904 donation form is completed; all donation requests are to be forwarded to the VP Campaigns; the VP Campaigns is responsible for providing the requesting parties with the CUPE 3904 donation form and, once completed by the requesting parties, bringing it forward for consideration and executive approval at the next executive monthly meeting
- General donation requests will only be considered based on their CUPE and labour affiliation, and voted on by the executive
- Regarding financial support (donations/hardship appeals) for charities, organizations, and other locals, CUPE 3904's focus should be directed towards organizations whose work is directly related to labour and employment issues—specifically those that align with the interests of working people, unions, and collective bargaining; CUPE 3904 will prioritize backing initiatives that contribute to improving labour conditions, advocating for workers' rights, and promoting social justice in our workplace; CUPE 3904 will only offer support to those individuals and organizations that provide complete identification information, including the legal full names, organization and contact information, etc.; this serves to ensure that CUPE 3904's resources and efforts are focused on problems that directly benefit the lives of our union members.
- Donations requested will not exceed \$300 except in the following scenarios:
 - o **\$300 maximum** for CUPE-led appeals; donations for non-academic CUPE locals in other sectors subject to financial consideration and executive approval; donations for academic CUPE locals to support strikes outside the Greater Toronto Area; donations for other CUPE initiatives at other academic and non-academic locals (pending approval of the CUPE 3904 Executive)
 - o **\$500 maximum** for CUPE hardship cases (per each hardship case); strike donations for CUPE academic locals; for social justice issues on-campus and in the labour movement (e.g. local labour council events, social justice events on campus) excluding Social Justice Week at Ryerson University subject to financial consideration and executive approval
 - o **\$750 maximum** for major on-campus or community-events (e.g. EDI forums) subject to financial consideration and executive approval
 - o **\$1,000 maximum** for Social Justice Week at Ryerson University donation subject to financial consideration and executive approval
- **Note:** All donations requested in November/December need to be held for the January Executive Meeting to vote to approve to ensure that meeting minutes align with annual budget, especially for the purpose of the audit and trustees report.

Strike Donations

- Striking CUPE university locals in Ontario can receive up to a maximum of \$500 subject to financial consideration and executive approval
 - o **\$300 maximum** to academic CUPE locals outside the GTA subject to financial consideration and executive approval
 - o **\$500 maximum** to academic CUPE locals within the GTA subject to financial consideration and executive approval
 - o should a striking university local in Ontario continue beyond a period of five months, a second donation of an identical amount may be considered by the executive subject to budgetary approval

Conference/Convention Policy

- For all CUPE and labour union conferences, the local's delegates (executives) will personally:
 - o Register themselves prior to the conference start date
 - o Book their own travel, where applicable
 - o Book their own accommodations, where applicable
 - o Pay for all of the above themselves with monies advanced by the union (see below)
 - o Submit an expense report to the local's staff within two weeks from returning from the conference
- Pursuant to Article 12.2 in the CUPE 3904 By-laws, transportation expenses will only be paid for conventions and conferences held outside of the Greater Toronto Area
- For those executive members attending a labour conference held in the Greater Toronto Area, the union will advance each executive member attending \$500 to cover the cost of the conference registration and per diem, subject to the approval of the executive no later than the executive meeting prior to the conference. Each executive member shall be required to complete and submit an expense report with conference registration and proof of payment attached no later than two weeks following the last day of the conference.
- For those executive members attending a labour conference held outside the Greater Toronto Area, the union will advance each executive member attending up to \$1,500 to cover the cost of the conference registration, travel, hotel and per diem, subject to the approval of the executive no later than the executive meeting prior to the conference. Each executive member shall be required to complete and submit an expense report with conference registration and proof of payment attached no later than two weeks following the last day of the conference.
- Pursuant to Article 12.2 in the CUPE 3904 By-laws, the union's delegates attending conventions and conferences held within the Greater Toronto Area are to be paid a per diem (no transportation costs)
- Travel and per diem rates will be paid as follows:
 - o \$74 full day conference/convention attendance
 - o \$37 half day conference/convention attendance

- o \$37 full day virtual conference attendance
- o Mileage \$0.55/km (only to be paid for conferences and conventions taking place outside of the Greater Toronto Area)
- Travel expenses will only be reimbursed according to the cheapest travel option available as per Article 12.2(a) of the local's By-laws
- The local shall make every attempt possible to use union-friendly travel transportation
- Any executive member and/or staff who choose to stay any additional night(s) above and beyond the conference dates shall pay for or reimburse the local for any and all hotel fees incurred for stay above and beyond the conference dates

Union Cell Phone Policy

- New cell phone purchases for the union executives shall only be made under one of two conditions: 1) the phone is no longer working, or 2) the phone is more than four years old
- The union will reimburse the executive member up to a maximum of \$500 plus taxes towards a new phone when an executive member requires a new phone based on the above criteria
- The union will reimburse the executive member up to a maximum of \$100 plus taxes towards accessories for a new phone when an executive member requires a new phone based on the above criteria; the accessories reimbursement is required to include the cost of a phone case and screen protector for the protection of union property (the phone)
- The executive member is responsible for attending at the phone carrier's store (Telus or whatever company we are dealing with), purchasing the phone and accessories themselves, and submitting an expense claim form within one week of purchase to the union with appropriate receipts for reimbursement by the union as per the terms noted above
- When an executive loses their executive position or declines to run for re-election, they must return the phone to the local's staff within a 24-hour period of losing their position on the union's executive
- Any usage overage charges incurred over and above the union plan by any executive member or staff must be reimbursed by that executive member and/or staff upon receipt of the monthly phone bill
- Executive members who choose to use their personal cell phone and not participate in the union's phone carrier plan are eligible to receive up to \$70 a month reimbursement for cell phone charges. Executive members are required to submit cell phone plan expenses for reimbursement quarterly within two weeks of receiving the invoice for the third month of expenses.

Electronics, Computer and Office Equipment Policy

- Any electronics purchased for the local are the property of the local and available to all members of the executive when needed for the purposes of performing union work
- Any electronics purchased for the local must be returned within a 24-hour period to the local when an executive loses their executive position on the local
- All executive members are eligible to purchase a laptop of up to a maximum of \$4,000 plus taxes if and when needed for the purposes of performing union work

Confidentiality Policy

- All union executive business and member specific information, such as grievances, complaints, issues, etc. are not to be divulged to any persons outside the local union executive

Civility Policy

- See Appendix B of the CUPE 3904 By-laws, *Bourinot's* Rules of Order, and see Appendix C of the CUPE National Code of Conduct
- Executive members are expected to always be working together in a collaborative, cooperative and respectful manner

Decision Making Policy

- All claim disputes between members and Unit VPs shall be dealt with by the Treasurer
- All general disputes and complaints from members against the union's staff and/or executive members shall be dealt with by the President
- The union's staff report to the President
- Any work-related or performance complaint expressed to Staff directly by anyone other than the Supervisor (or designate), or about Staff in a public forum, or addressed to anyone other than the Supervisor or Staff Representative, shall be defined as personal harassment.

Media/Press Policy

- Only the President (firstly), and in the event that the President is unable, the VP Communications (secondarily), and in the event that both the President and the VP Communications are unable, the VP Campaigns (thirdly), are to speak to the media and/or press on behalf of the local; all media and/or press messages delivered from the local must be first vetted by both the President and the VP Communications

Conflict of Interest Policy

- All conflicts of interest in terms of hiring of staff, union office purchases, etc. must be declared by the executive member(s)
- Executive member(s) must abstain from the decision-making process where there is a conflict of interest