

# Constitutional and Policy Roles

We are a governance Board. In the Constitution and By-laws, roles are defined as follows:

## Directors

### Constitutionally

- attend all meetings of the Executive Board and perform such other duties as may from time to time be assigned by the President and/or the Executive Board.
- May be a member of appeal panel under Article 10- Dispute Resolution
- May be part of the appeal panel as per article 10 of the By-laws.

### Policy or Practice

- shall attend all meetings of the Executive Board and perform such other duties as may from time to time be assigned by the President and/or the Executive Board.
- Chairs various CEU union committees at the request of the President
- Chairs or co-chairs Joint CEU–WCB committees at the request of the President
- Participates as members of various CEU union committees and Joint CEU/WCB committees as appointed by the President. Takes an active leadership role in the committees' activities as appropriate.
- Prepares written reports of activities of the Committees they chair for the Executive Board meetings; prepares written and/or oral reports for shop steward schools and seminars
- Participates in annual tours of area offices as requested by the President or CLRO
- Helps to facilitate shop steward educational sessions at the request of staff
- Participates in the planning of special projects; takes leadership roles in the delivery of special projects and initiatives
- Attends and prepares reports and presentations for special labour functions (such as the Workers' Compensation Unions Conference) at the request of the President

## Executive Board

### Constitutionally

- ARTICLE 4 — Executive Board

The Executive Board of this Union, as specified in Article 6 of the C.E.U. Constitution, shall, in the absence of direction from the general membership at a membership meeting, have vested in it all powers of the Union and may make and implement any decision which in its discretion it deems necessary for the fulfillment of the Objects of this Union and without limiting the generality of the foregoing the Executive Board shall have full power to hire and direct a CLRO and such other staff as the Executive Board shall consider necessary for the efficient operation of the Union, subject to the following:

- a) Executive Board meetings shall be held at a time and place designated by the President, subject to the approval of the Executive Board;
- b) At all Executive Board meetings, a quorum shall be defined as a minimum of five (5) voting members save and except the Chairperson of the meeting;
- c) In the best interests of the Union, the Executive Board shall deem any of its principal officers who:
  - fails to attend three (3) consecutive meetings of the Executive Board; or
  - is absent from work for a period of ninety (90) consecutive days without its approval;

to have resigned their position on the Executive Board, except where, in its opinion, such action may result in a contravention of the Human Rights Code of British Columbia;

- d) Should a resignation based upon (c) above occur, a by-election shall be held in accordance with Article 8(c) of the Constitution, unless six (6) months or less is remaining in the term of office;
- e) Decisions of the Executive Board to approve or not approve an absence of a principal officer from the Executive Board are subject to appeal utilizing the process outlined in Article 10;
- f) The Executive Board shall not have the power to spend an amount equivalent to more than one month's income, received from membership dues, on any single capital expense. Spending in excess of one month's income from dues for any single capital expense shall be subject to prior membership approval.

- The Executive of the Union may create such new categories of membership as it may from time to time deem appropriate subject to the approval of the membership.
- Responsible for reviewing any dispute regarding a member being in "Continuous good standing". The Executive Board, upon good cause shown, may waive the requirement for continuous good standing Membership.
- Article 13 – If the charges submitted involve the President and Vice-President, then the functions to be performed by them, in this Article, shall be performed by such member or members as may be appointed for those purposes by the remaining Executive Committee.
- The auditor shall be appointed by the Union's Executive Board subject to the approval of the Membership.
- An Annual General Membership Meeting of the Union shall be held in the month of September or October. Said meeting shall be held at such time and place as determined by the Executive Board.
- May appoint another member of the Executive Committee to coordinate proxy votes in the Secretary's absence.
- In the event of a vacancy occurring during the term of the Balloting Committee, or in the event this Committee is not elected due to lack of quorum at the September membership meeting the Executive Board shall appoint members in good standing to the Balloting Committee to always provide for 3 members on it.
- Scrutineers - Any disputes arising out of this section of the Procedures shall be adjudicated by the Executive Board.
- the Executive Committee shall determine the amounts of bonding required for all signing officers of the Union. The executive board currently funds director and officer liability insurance.
- When a bargaining unit member has been in an acting excluded position longer than 30 calendar days, the Executive Board shall determine if there is a conflict of interest.
- Will be a member on the Negotiation Committee consisting of the Executive Board along with four (4) Members at Large plus the CLRO and Representative(s). The four Members at Large shall be elected by referendum ballot a minimum of three (3) months prior to the expiration of the Collective Agreement. The Executive Board shall determine the dates of taking this ballot.
  - ❖ In the event of a strike situation all members shall be required to carry out picket duty except where medical evidence in writing is to the contrary or permission for exemption is granted by the Executive Board.
  - ❖ Once per budgetary year, the CEU Executive Board may withdraw an amount from the

Defense Fund Investment Income to be used for purposes referred to in By-Law Article 9 (c) (ii) and (iii).

- The Union may affiliate with any other duly constituted organization formed with similar aims and objectives, and upon such terms as are considered just, equitable and proper by the Executive Board subject to the approval of the membership.

### **Policy or Practice**

- May sit on the negotiating committee for staff negotiations with the CLRO and the President as approved by the Executive Committee.
- May give the Spokesperson direction on matters that may be the subject of public statements from the Executive Board, directly from the Executive Board or through the President.
- Each year, whenever possible, representatives of the Executive Board will undertake a tour of each area office and work location in the province to report on and discuss current issues.
- The Executive Board will develop a communications strategy, whenever possible, to improve communications during and preceding negotiations.
- May sit on the Bursary Selection Committee that will judge bursary entries. Award amounts will be determined by the Selection Committee.
- Executive Board is responsible for approving the hiring of a CLRO and approval of the employment contract as recommended by the President, Vice President and Treasurer.
- The Executive Board will receive information from the CLRO on the staffing requirement needs in the Union office. The Executive Board may decide the union does not have the funds to hire. In the event the Board determines there is a need for additional staffing the CLRO facilitates the hiring process within the staff Collective Agreement.
- The CLRO will provide the Executive Board rationales for staff management (grievances, suspensions, terminations). Hiring or termination of staff is subject to the review and consent of the Executive Board.
- Responsible for reviewing and adjusting the employment contract of the CLRO as brought forward by the President.
- In the event the President or Treasurer is unavailable to approve expense claims, this responsibility may be delegated to another Executive member for the period the Treasurer or President is unavailable.
- The Executive has the ultimate responsibility for the prudent investment of the Defense & Surplus Investment Funds. The Executive must satisfy themselves that appropriate policy regarding conflicts of interest exists and is followed by any Funds Manager appointed by the Executive.

- The CEU CLRO researches special transfer requests and determines whether the request meets the general criteria provided in policy. The CLRO presents the case to the Executive. The Executive decides whether to grant the request.