

By-law 11 Duties of the Executive

1. President

- i. It shall be the duty of the President at all times to uphold the Constitution of the Public Service Alliance of Canada, the By-laws of the Union of Taxation Employees and the By-laws of this Local.
- ii. The President shall preside at all meetings of this Local, the Local Executive and Executive/Stewards meetings.
- iii. The President shall have general control and leadership of the affairs of this Local.
- iv. The President shall be a member, ex-officio, of all committees and sub-committees.

2. Vice-Presidents

- i. The Vice-Presidents shall submit verbal reports on their assigned responsibilities, to the executive, at each regular meeting of the Local Executive and a written report to the Annual General Membership Meeting.
- ii. If the office of President becomes vacant between elections or the incumbent is rendered unable to perform the duties of the position, the First Vice-President shall assume the office temporarily.
- iii. In the absence of the President, one (1) of the Vice-Presidents shall assume all the prerogatives and duties of the President.

3. Secretary

- i. The Secretary shall keep a record of the deliberation and resolutions of all Local meetings.
- ii. The Secretary shall give notice of all meetings of the members or the Local Executive, and generally shall perform such other duties as the President may assign.
- iii. The Secretary shall keep current and maintain all information posted on the union boards within the employer's workspace. At a minimum, the boards must have posted a listing of the current executive and stewards; as well as a listing of upcoming meetings of the membership and PSAC constitutionally recognized regional committees in the Hamilton area.

4. Treasurer

- i. The Treasurer shall be the custodian of the funds of this Local.
- ii. Such funds shall be deposited as soon as possible with a chartered bank, trust company, or Credit Union under the name of this Local. Withdrawal of funds shall be made only by cheque bearing the joint signature of any two (2) of the following: the President, the 1st Vice-President and the Treasurer, BUT at least one (1) signature must be one (1) of either the President or Treasurer.
- iii. The Treasurer shall keep an accurate account of all receipts and disbursements of funds and shall secure proper vouchers for all transactions.

- iv. The Treasurer shall also be required to submit an accounting of all the transactions and the financial position of this Local on request of the Local Executive and annual financial statements to the Annual General Meeting, including a statement of income and expenses and a budget for the next fiscal period.
- v. A copy of the statements, as approved by the membership at the Annual General Meeting, shall be submitted to the 1st National Vice-President of the Union of Taxation Employees within 10 days of said meeting.

5. Chief Steward(s)

- i. The Chief Steward or Co-Chief Stewards shall be executive officers and shall be responsible for maintaining communication with the Local Stewards and be responsible for the duties as outlined in Regulation 6.