

MOTION FOR CHANGE OF BYLAWS

WHEREAS the CBTU Ontario Chapter by-laws are out of date and are not worded in such a way that it is inclusive of our membership across Canada and other Commonwealth countries such as Bermuda; and

WHEREAS the Chapter's executive board had a discussion in June of 2011 regarding potential changes that should be made to the by-laws, and the version of the by-laws that included all the discussion notes of potential changes were distributed to members in November of 2013 but did not include any motion to signify which changes were actually being proposed; and

WHEREAS the CBTU Ontario Chapter by-laws currently read as follows:

COALITION OF BLACK TRADE UNIONISTS – ONTARIO CHAPTER BY-LAWS

ARTICLE I – NAME

The name of the organization shall be the Ontario Canada Chapter of the Coalition of Black Trade Unionists

ARTICLE II – LOCATION

The headquarters of the Ontario Canada Chapter of the Coalition shall be Toronto or the immediate metropolitan area.

ARTICLE III – AFFILIATIONS

Section 1 - The Ontario Canada Chapter shall be affiliated with the national organization of the Coalition of Black Trade Unionists, headquartered in Washington, D.C.

Section 2 – The CBTU shall be composed of trade unionists within and without the AFL-CIO, CLC and OFL and shall always adhere to the highest principles of trade unionism.

ARTICLE IV – RIGHTS TO MEMBERSHIP AND APPLICATION

Section 1 – Requirement of Applicants for membership in the Ontario Canada Chapter of CBTU must be members in good standing in a bona fide trade union or registered retired trade unionists and membership in the national organization of the Coalition of Black Trade Unionists.

Section 2 – Application for membership in this Chapter shall be made on an official application form.

Section 3 – The membership year shall commence on January 1 and expire on December 31 of each year.

ARTICLE V – DUES

Dues shall be structured by the International, paid in Canadian funds year, for all Coalition members. In order to support the Coalition at the local level, a portion of all membership dues shall be retained by the local Chapter.

All dues for officers and full time staff shall be divided equally between the local Chapter and the National office.

Any dues received by the National office directly from a member where a local Chapter exists shall automatically return to the local Chapter their share of the dues and the Chapter shall be notified of the new member. The International office shall assume the responsibility of notifying new members of the nearest local Chapter.

Executive Board shall have right to establish dues structure pending a vote of approval by the membership.

ARTICLE VI – STATEMENT OF PURPOSE

Except as otherwise provided in these by-laws any person without regard to race, creed, colour, sexual orientation, national origin, sex, religion or political belief who meets one or more requirements shall be eligible for membership in the coalition. With this understanding, the primary objectives of the CBTU are to organize black workers into the trade union movement, to improve their economic and social well being and strengthen the total trade union movement in our society.

ARTICLE VII – THE OBJECTIVES OF THIS COALITION ARE THE FOLLOWING:

*To improve economic and social well being of coalition members
To promote the organization of workers in general into trade unions
To provide research, educational services and activities designed to assist coalition members*

ARTICLE VIII – FREEDOM OF SPEECH

Members shall suffer no impairment of freedom of speech concerning the operations of this coalition. Active discussion of coalition affairs will be encouraged and protected within this organization, with mutual respect by and for all members.

ARTICLE IX – PARTICIPATION IN DECISIONS

Members in good standing have the right to full participation, through discussion and vote. Members in good standing shall have an equal right to vote, and each vote cast shall be of equal weight or value. No vote can be cast by proxy.

ARTICLE X – ACCOUNTING OF FUNDS

Members shall have the right to an accounting of all Coalition funds, and such accounting shall include, but not be limited to, periodic written reports to the membership by the appropriate officers. The books will be open to members at any time. There shall be an external audit done every two years.

ARTICLE XI – AUDIT OF BOOKS AND RECORDS

The books, records and accounts of the Ontario Canada Chapter of the Coalition shall be reviewed by the Trustees on a quarterly basis and a report given at the Executive Board meeting. At yearend (December 31), the Financial Secretary and Trustees shall audit the entire year and a written report provided to the membership at the next general membership meeting.

ARTICLE XII – TITLE, TERM OF OFFICE AND DUTIES OF OFFICERS AND EXECUTIVE BOARD

The officers of the Chapter shall be:

*Chapter President
First Vice President
Second Vice President
Treasurer/Financial Secretary
Recording Secretary
Correspondence Secretary
Membership Secretary
2 Members at Large
2 Trustees*

The term of office in the Ontario Canada Chapter of the Coalition of Black Trade Unionists shall be for two (2) years.

No office of CBTU Ontario Canada Chapter can be established or created during an election.

DUTIES OF OFFICERS

CHAPTER PRESIDENT

Shall preside at all meetings of the Ontario Canada Chapter of the CBTU

Shall have the authority to create special committees and to appoint all special and standing committee chairpersons, subject to the approval of the Executive Board.

Shall be one (1) of two (2) signat on cheques and drafts drawn against funds of the Chapter.

Shall attend the January and May meetings and all other International Executive Council Board meetings subject to the approval of the Executive Board and the availability of funds, with expenses for such meetings reimbursed by the Ontario Canada Chapter

Shall be an ex-officio member of all committees.

FIRST VICE PRESIDENT

Shall attend all the Ontario Canada Chapter meetings, where possible

Shall preside in the absence of the Chapter President

Shall perform all the duties and assignments designated by the Chapter President

SECOND VICE PRESIDENT

Shall preside in the absence of the Chapter President and First Vice-President

Shall perform all duties and assignments designated by the Chapter President

TREASURER

Shall be accountable for all monies received and disbursed by the Chapter

Shall maintain accurate records of all financial transactions and make a quarterly report of the status of each bank account of the Chapter to the Executive Board

Shall be required to pay all vouchers by cheque

Shall require vouchers, receipts or invoices for all accounts payable

Shall be one (1) of two (2) signatories on cheques and drafts drawn against funds of the Chapter

Shall open a chequing account in the name of the Ontario Canada Chapter of the CBTU

RECORDING SECRETARY

Shall take minutes of all regular and special meetings of the Ontario Canada Chapter and maintain formal records of all official proceedings

Shall record the minutes of all Executive Board meetings and have them available at all General Membership meetings of the Chapter

Shall receive all communications and minutes of all committee meetings

CORRESPONDENCE SECRETARY

Shall be responsible for the dissemination of all notices of meetings, publications, announcements and other related materials as approved by the President and/or the Executive Board

MEMBERSHIP SECRETARY

Shall work in conjunction with the Treasurer/Financial Secretary

Shall be responsible for all membership applications. and maintaining an updated mailing list.

Shall forward a list of all current members and delinquent members' names and addresses to the Correspondence Secretary

MEMBERS AT LARGE

Shall attend all executive board meetings and general membership meetings of the Ontario Canada Chapter of CBTU

Shall accept appointment to Chair and /or become members of at least two (2) committees of the Chapter

TRUSTEES

There shall be two (2) Trustees be elected every two (2) years at the same time that the Officers of the Chapter are being elected. The Trustee receiving the most votes will serve for a period of three (3) years in order to provide continuity.

The duties of the Trustees shall be to audit the books and financial records of the Chapter to provide a written report to the membership,

ARTICLE XIII – EXECUTIVE BOARD

The Executive Board shall be the policy making body.

A quorum of the Executive Board shall be required to transact business of the Chapter. Such quorum shall consist of not less than three (3) of the elected officers.

The Executive Board shall have the authority to vote on the expenditure of Chapter funds up to five hundred dollars (\$500.00).

All amounts in excess of five hundred dollars (\$500.00) must be approved by a regular general meeting or a special meeting.

Officers and Members-at-Large shall be required to attend all Executive Board meetings. An emergency meeting of the Board may be called by the President and/or three (3) officers. The Executive Board meetings shall be held not less than six (6) times during the calendar year. Failure to attend three (3) consecutive board meetings without a satisfactory or reasonable explanation for non attendance that officer or member shall, by vote of the board, be notified in writing that they are removed from the Board.

Minutes of all Executive Board Meetings shall reflect names of all members present and whose absences are excused in order to have an accurate record of those members whose absences are unexcused.

ARTICLE XIV – STANDING COMMITTEES

Each committee shall be chaired by a member of the Executive Board appointed by the President – fundraising/social; membership, political action, women's, youth.

ARTICLE XV – BY-LAW AMENDMENT PROCEDURE

The By-laws of the Chapter may be amended by a two-thirds (2/3) vote of the general membership after three (3) consecutive readings.

The membership shall be notified in writing, fifteen (15) days prior to the membership meeting at which the proposed constitutional amendments are to be read.

Copies of the proposed changes shall be available at the meeting held for the purpose of the three (3) consecutive readings.

ARTICLE XVI – SUCCESSION OF OFFICERS

Vacancy in the office of President shall be filled by succession of First Vice-President for the unexpired term of the President for a period of six (6) months after which there shall be an election.

Vacancy in the office of First Vice-President shall be filled by succession of Second Vice-President for the unexpired term of the First Vice-President.

Vacancy in the office of the Second Vice-President shall be filled by succession of officers for the unexpired term of the Second Vice-President, or

By majority agreement of the Executive Board that the office of Second Vice-President be filled at a General Membership meeting with that item on the agenda for the unexpired term of the Second Vice-President.

ARTICLE XVII – MEMBERS AT LARGE

Vacancy on the Executive Board of one or more Members-at-Large shall be filled in accordance with

ARTICLE XVIII – MEETINGS OF THE CHAPTER

The general membership of the Ontario Canada Chapter of the CBTU shall meet not less than six (6) times each year. All meeting notices should include agendas.

ARTICLE XIX – MISCELLANEOUS PROVISIONS

The By-laws of the Ontario Canada Chapter shall be in conformity with the Constitution of the ational CBTU.

Except to the extent specified in this constitution, no officer or member shall have the power to act as agent or otherwise bind the Chapter in any way whatever.

No member(s) or persons shall have the power to act on behalf of or otherwise bind the Chapter except to the extent specifically authorized by a majority vote of the Executive Board.

ARTICLE XX – LEAVING OF OFFICE/RESIGNATION

Upon leaving office or on resignation, all property, documents records, etc.. must be returned to the Chapter with thirty (30) days.

Failure to return all property, documents, records, etc.. within thirty (30) days may result in prosecution under the law.

ARTICLE XXI – REMOVAL FROM OFFICE

Any charge filed against an officer and/or member which is rejected by the Executive Board, may then be filed by a vote of the membership of not less than one third (1/3)) of the total membership of the Chapter.

The accused must be served with a full copy of the charges within ten (10) days after they have been received by the Executive Board. The accused shall have the right to file a written response to the charges and have the right to a hearing within thirty (30) days, in a manner consistent with the By-laws and the Constitution.

ARTICLE XXII – RULES OF ORDER

In the absence of specific By-law, Roberts Rules of Order shall prevail.

ARTICLE XXIII – ELECTION PROCEDURE

The Chapter President shall appoint a Chair of the Election Committee who will be responsible for establishing a committee with representatives from the general membership.

The Election Committee shall be responsible for the conduct of the election in accordance with these rules with approval of the membership.

RULES GOVERNING CHAPTER ELECTIONS:

The term of office of the Executive Board shall be two (2) years.

No member of the Election Committee may be a candidate for office.

All nominations must be made from the floor. The nominee need not be present in order to have their name entered in nomination.

Notice of Nominations and Notice of Elections must be mailed to each member at his/her last known address not less than fifteen (15) days prior to the holding of nominations and/or elections.

Nominations must be made at a regular or special meeting by a member in good standing of CBTU.

Any candidate who is running for office shall have the right to have present, an official observer of his/her choosing in all places where ballots are to be counted. This observer must be member in good standing. Voting is by secret ballot.

Upon completion of the voting, ballots shall be tabulated and the candidate for each office receiving 50% plus one (1) of the votes cast for the office shall be declared elected.

Elections shall be held not later than November of the election year.

The pre-election incumbents shall remain in office until the new officers assume office in January of the next year.

The outgoing President shall be an ex-officio member of the Board for a period of one year in order to facilitate a smooth transition from one administration to the next.

Any protest concerning the conduct of the election may be lodged by filing such protest, in writing, with the Election Committee within ten (10) days following the election.

The Election Committee shall report as quickly as possible, the results of the balloting, together with recommendations regarding any protests which have been lodged regarding the conduct of the elections.

Any member in good standing may challenge the election process or the election by filing such a challenge in writing to the Election Committee within seven (7) days after the conclusion of the election. The Election Committee shall make a determination regarding the challenge, and shall report its ruling to the membership.

If the body determines that there were violations which may have affected the outcome of the election, it may order such election or any part thereof set aside, and a new election held. Any officers who may have been installed prior to such determination shall remain in office pending the outcome of any new election.

A run off election shall be held in cases of a tie vote, at the January meeting before the installation of Officers. The person receiving the majority of the vote shall be declared the winner and installed at the same meeting in January.

All election records, including ballots, shall be retained by the Chapter for at least six month after the election.

OATH OF OFFICE:

The member elect shall take the following oath at the January meeting immediately following his/her election:

I..... promise that I will uphold and obey the international Constitution and the By-laws and duly authorized policies of the Ontario Chapter, fulfil the obligations and responsibilities of my office to the best of my ability, and promptly deliver to my successor all monies, records and other property of the Chapter in my possession at the end of my term.

Now THEREFORE BE IT RESOLVED that the CBTU Ontario Chapter by-laws be changed to read as follows:

COALITION OF BLACK TRADE UNIONISTS
ONTARIO CANADA CHAPTER BY-LAWS

ARTICLE I – NAME

The name of the organization shall be the Ontario Canada Chapter of the Coalition of Black Trade Unionists (CBTU).

ARTICLE II – LOCATION

The headquarters of the Ontario Canada Chapter of the Coalition shall be Greater Toronto Area, as the majority of the Chapter's membership resides there.

ARTICLE III – AFFILIATIONS

Section 1 - The Ontario Canada Chapter shall be affiliated with the International organization of the Coalition of Black Trade Unionists, headquartered in Washington, D.C. The CBTU chartered the chapter as the Ontario Chapter.

Section 2 – The CBTU shall be composed of trade unionists within and outside of the AFL-CIO, CLC and OFL and shall always adhere to the highest principles of trade unionism.

ARTICLE IV – RIGHTS TO MEMBERSHIP AND APPLICATION

Section 1 – Applicants for membership in the Ontario Canada Chapter of CBTU must be members in good standing in a bona fide trade union or registered retired trade unionists at the time of application.

Section 2 – Application for membership in this Chapter shall be made on an official application form.

Section 3 – The membership year shall commence on January 1 and expire on December 31 of each year.

ARTICLE V – DUES

Dues shall be structured by the International, paid in Canadian funds each year, for all Coalition members. In order to support the Coalition at the local level, a portion of all membership dues shall be retained by the local Chapter.

All dues for officers and full time staff shall be divided equally between the local Chapter and the National office.

Any dues received by the National office directly from a member where a local Chapter exists shall automatically return to the local Chapter their share of the dues and the Chapter shall be notified of the new member. The International office shall assume the responsibility of notifying new members of the nearest local Chapter.

The Executive Board shall have the right to establish a dues structure pending a vote of approval by the membership.

ARTICLE VI – STATEMENT OF PURPOSE

Except as otherwise provided in these by-laws, any person without regard to race, creed, colour, sexual orientation, national origin, sex, religion or political belief who meets the requirements listed herein shall be eligible for membership in the coalition. With this understanding, the primary objectives of the CBTU are to organize black workers into the trade union movement, to improve their economic and social wellbeing and strengthen the total trade union movement in our society.

ARTICLE VII – FREEDOM OF SPEECH

Members shall suffer no impairment of freedom of speech concerning the operations of this coalition. Active discussion of coalition affairs will be encouraged and protected within this organization, with mutual respect by and for all members.

ARTICLE VIII – PARTICIPATION IN DECISIONS

Members in good standing have the right to full participation, through discussion and vote. Members in good standing shall have an equal right to vote, and each vote cast shall be of equal weight or value. For members who are not residents of the GTA, voting by phone, mail, and/or email will be permitted.

ARTICEL IX – ACCOUNTING OF FUNDS

Members shall have the right to an accounting of all Coalition funds, and such accounting shall include, but not be limited to, periodic written reports to the membership by the appropriate officers. The books will be open to members at any time.

ARTICLE X – AUDIT OF BOOKS AND RECORDS

The books, records and accounts of the Ontario Canada Chapter of the Coalition shall be reviewed by the Trustees on a quarterly basis and a report given at the Executive Board meeting. At yearend (December 31), the Financial Secretary and Trustees shall audit the entire year and a written report shall be provided to the membership at the next general membership meeting.

ARTICLE XI – TITLE, TERM OF OFFICE AND DUTIES OF OFFICERS AND EXECUTIVE BOARD

The officers of the Chapter shall be:

President

1st Vice President

2nd Vice President

Treasurer / Financial Secretary

Recording Secretary

Communications Secretary

Social Media Officer

Membership Secretary

Member at Large (1)

Retiree Member at Large

Youth Member at Large

Trustee (1)

Trustee (2)

The term of office in the Ontario Canada Chapter of the Coalition of Black Trade Unionists shall be for four (4) years.

This is in compliance with the CBTU International Constitution, Section IV - Officers and Duties, which states “All Chapters shall have a President, a Vice President, a Secretary, and a Treasurer. Other officers may be elected if the Chapter deems necessary. The duties of the offices shall be commensurate with their position and shall be defined in the Chapter's By-Laws. Effective with their election in 2016, the Chapter officers shall be elected for four (4) year terms.”

No office of CBTU Ontario Canada Chapter can be established or created during an election. The Duties of Officers are outlined in Appendix A.

ARTICLE XII – EXECUTIVE BOARD

The Executive Board shall be the policy making body.

A quorum of the Executive Board shall be required to transact business of the Chapter. Such quorum shall consist of not less than three (3) of the elected officers.

The Executive Board shall have the authority to vote on the expenditure of Chapter funds up to one thousand dollars (\$1000.00), with the exceptions of the Father's Day Breakfast and the Annual Dinner/Dance for which the authority shall have no set limit prior to the vote.

All other amounts in excess of one thousand dollars (\$1000.00) must be approved by a regular general meeting or a special meeting.

Officers and Members-at-Large shall be required to attend all Executive Board meetings. An emergency meeting of the Board may be called by the President and/or three (3) officers. The Executive Board meetings shall be held not less than six (6) times during the calendar year. Failure to attend three (3) consecutive board meetings without a satisfactory or reasonable explanation for non-attendance that officer or member shall, by vote of the board, be notified in writing that they are removed from the Board.

Minutes of all Executive Board Meetings shall reflect names of all members present and whose absences are excused in order to have an accurate record of those members whose absences are unexcused.

ARTICLE XIII – STANDING COMMITTEES

Each committee shall be chaired by a member of the Executive Board appointed by the President: Social/Fundraising, Women's, Men's, Political Action, By-Laws/Resolutions/Constitution, Scholarship, Youth, Under 40, and Elections.

ARTICLE XIV – BY-LAW AMENDMENT PROCEDURE

The By-laws of the Chapter may be amended by a two-thirds (2/3) vote of the general membership meeting.

The membership shall be notified in writing, a minimum of fifteen (15) days prior to the membership meeting as to the proposed constitutional amendments.

Copies of the proposed changes shall also be available at the meeting.

ARTICLE XV – SUCCESSION OF OFFICERS

Vacancy in the office of President shall be filled by succession of First Vice-President for the unexpired term of the President for a period of six (6) months. If the unexpired period is more than six months, an election for the position shall be held immediately.

Vacancy in the office of First Vice-President shall be filled by succession of Second Vice-President for the unexpired term of the First Vice-President.

Vacancy in the office of the Second Vice-President and all other Board positions shall be filled by majority agreement of the Executive Board that the position be filled at a General Membership meeting with that item on the agenda for the unexpired term.

ARTICLE XVII – MEETINGS OF THE CHAPTER

The general membership of the Ontario Canada Chapter shall meet not less than four (4) times each year. All meeting notices should include agendas. Quorum for any vote held at a General Membership Meeting (GMM) shall be of 12 members in good standing (rank and file or Officers).

ARTICLE XVIII – MISCELLANEOUS PROVISIONS

The By-laws of the Ontario Canada Chapter shall be in conformity with the Constitution of the International CBTU.

Except to the extent specified in this constitution, no officer or member shall have the power to act as agent for or otherwise bind the Chapter in any way whatever.

ARTICLE XIX – LEAVING OF OFFICE/RESIGNATION

Upon leaving office or on resignation, all property, documents records, etc. must be returned to the Chapter with thirty (30) days.

ARTICLE XX – REMOVAL FROM OFFICE

Any charge filed against an officer and/or member which is rejected by the Executive Board may then be filed by a vote of the membership of not less than one third (1/3) of the total membership of the Chapter.

The accused must be served with a full copy of the charges within ten (10) days after they have been received by the Executive Board. The accused shall have the right to file a written response to the charges and have the right to a hearing within thirty (30) days, in a manner consistent with the By-laws and the Constitution.

ARTICLE XXI – RULES OF ORDER

In the absence of a specific bylaw, Roberts Rules of Order shall prevail.

ARTICLE XXII – ELECTION PROCEDURE

The President shall appoint a Chair of the Election Committee who will be responsible for establishing a committee with representatives from the general membership.

The Election Committee shall be responsible for the conduct of the election in accordance with these rules with approval of the membership.

RULES GOVERNING CHAPTER ELECTIONS:

The term of office of the Executive Board shall be four (4) years.

No member of the Election Committee may be a candidate for office.

All nominations must be made by members in good standing, either from the floor or in writing in advance of the meeting if the nominator does not reside in the GTA. The nominee need not be present in order to have their name entered in nomination, providing they have a nominator and a written acceptance on file with the Recording Secretary.

Notice of Nominations and Notice of Elections must be mailed or emailed to each member at his/her last known address not less than fifteen (15) days prior to the holding of nominations and/or elections.

Any candidate who is running for office shall have the right to have present, an official observer of his/her choosing in all places where ballots are to be counted. This observer must be member in good standing.

Voting is by secret ballot for members in attendance at the meeting. Members residing outside of the city where the meeting is taking place shall be allowed to cast their ballot via email, and shall be counted by the Elections Committee.

Upon completion of the voting, ballots shall be tabulated and the candidate for each office receiving 50% plus one (1) of the votes cast for the office shall be declared elected.

Elections shall be held not later than November of the election year.

The pre-election incumbents shall remain in office until the new officers assume office in January of the next year.

The outgoing President shall be an ex-officio member of the Board for a period of one year in order to facilitate a smooth transition from one administration to the next.

Any member in good standing may challenge the election process or the election by filing such a challenge in writing to the Election Committee within seven (7) days after the conclusion of the election. The Election Committee shall make a determination regarding the challenge, and shall report its ruling to the membership.

The Election Committee shall report as quickly as possible, the results of the balloting, together with recommendations regarding any protests which have been lodged regarding the conduct of the elections.

If the body determines that there were violations which may have affected the outcome of the election, it may order such election or any part thereof set aside, and a new election held. Any officers who may have been installed prior to such determination shall remain in office pending the outcome of any new election.

A run-off election shall be held in cases of a tie vote, at the January meeting before the installation of Officers. The person receiving the majority of the vote shall be declared the winner and installed at the same meeting in January.

All election records, including ballots, shall be retained by the Chapter for at least one month after the election, or after completion of a challenge.

OATH OF OFFICE:

The member elect shall take the following oath at the January meeting immediately following his/her election:

I..... promise that I will uphold and obey the International Constitution and the By-laws and duly authorized policies of the Ontario Chapter, fulfil the obligations and responsibilities of my office to the best of my ability, and promptly deliver to my successor all monies, records and other property of the Chapter in my possession at the end of my term.

APPENDIX A
DUTIES OF OFFICERS

PRESIDENT

- *Provide leadership to the Executive Board who sets the policies for the chapter and to whom all board members are accountable. As well as encourage the board member's role in strategic planning*
- *Help guide and mediate Executive Board actions with respect to the priorities and governance concerns of the Chapter*
- *Preside over the Executive Board meetings*
- *Create special committees when necessary as well as appoint all Special and Standing committee chairperson, subject to the approval of the Executive Board*
- *Is one (1) of a minimum of three (3) signatories on cheques and drafts drawn against funds of the Ontario Canada Chapter*
- *Attend International Executive Council Board meetings whenever possible*
- *Represent the Ontario Canada Chapter at Union and Community events as well as at the Local, Regional and National levels of CBTU*
- *Develop the agenda for both the Executive Board and General Membership meetings.*
- *Monitor financial planning and financial reports*
- *Is an ex-officio member of all chapter committees*
- *Be the official Spokesperson for the Ontario Canada Chapter in all matters but may authorize other agents or members of the Chapter to speak for the Chapter in their stead.*
- *Have signing authority on all matters pertaining to the Chapter*
- *Have full voice at all Executive Board and General Meetings and shall only vote in the event of a tie.*
- *Call all General and Executive Board meetings in accordance with the Chapter bylaws.*
- *Responsible to bring in funds and relationships that can advance the organization*
- *Provide a report regarding assigned duties at all meetings*

1ST VICE-PRESIDENT

- *Attend all the Ontario Canada Chapter executive board and general membership meetings*
- *Preside over the Executive Board and/or General Membership meetings in the absence of the President*
- *Perform all the duties and assignments designated by the President*
- *Perform all the duties of the President should he/she be absent for an extended period of time*
- *Chair committees as assigned*
- *Should a vacancy in the role of President occur, the 1st Vice-President will take over that role until an election for the position can occur*
- *Be the Liaison between the Ontario Canada Chapter allies in both Labour and the general Community*
- *Responsible to bring in funds and relationships that can advance the organization*
- *Provide a report regarding assigned duties at all meetings*

2ND VICE-PRESIDENT

- *Preside over the Executive Board and/or General Membership meetings in the absence of the President and 1st Vice-President*
- *Perform all the duties of the 1st Vice-President should he/she be absent for an extended period of time*
- *Chair committees as assigned*
- *Attend all the Ontario Canada Chapter executive board and general membership meetings*
- *Preside over the General Membership meetings in the absence of the 1st – Vice-President*
- *Perform all duties and assignments designated by the President*
- *Be responsible for the members outside the General Toronto Area, assisting with their needs as members, their ability to participate in meetings etc.*

- *Responsible to bring in funds and relationships that can advance the organization*
- *Provide a report regarding assigned duties at all meetings*

TREASURER / FINANCIAL SECRETARY

- *Attend all the Ontario Canada Chapter executive board and general membership meetings*
- *Is one (1) of a minimum of three (3) signatories on cheques and drafts drawn against funds of the Chapter*
- *Accountable for all monies received and disbursed by the Chapter*
- *Receive all cheques, photocopy cheques and prepare deposits*
- *Receive all invoices and prepare cheques for payment, attaching all documentation to the cheque stub*
- *Maintain accurate records of all financial transactions and make a quarterly report of the status of each bank account of the Chapter to the Executive Board*
- *Maintain an accurate filing system for current and past financial activity*
- *Visit the banking institution in order to obtain US funds, money orders, etc*
- *Remit membership fees to the International CBTU*
- *Forward all membership applications to the Membership Secretary*
- *Be ex-officio on the Social/Fundraising Committee*
- *Assist with and/or be privy to all financial matters pertaining to Chapter fundraising activities*
- *Assist in all matters pertaining to the acquirement of charitable status*
- *Responsible to bring in funds and relationships that can advance the organization*

RECORDING SECRETARY

- *Attend all the Ontario Canada Chapter executive board and general membership meetings*
- *Retrieve physical mail*
- *Take minutes of all the General Membership and Executive Board meetings of the Ontario Canada Chapter and maintain formal records of all official proceedings. If not able to attend he/she shall arrange for someone to take the minutes in their stead*
- *Distribute minutes from the Executive Board and General membership meetings two weeks prior to the next regularly called meeting*
- *Receive the agenda items from the President, prepare and print out the agenda for the general and executive board meetings*
- *Draft and/or assist with the drafting of all official correspondence being sent out on behalf of the Chapter that requires the signature of the President*
- *Prepare the meeting notices for the Ontario Canada Chapter General Meetings*
- *Work in conjunction with the Communication Secretary and Social Media Officer to make sure that the meeting agenda's, notices, information from meeting minutes and official letters from the President are placed on the website and shared via Social media when necessary*
- *Responsible to bring in funds and relationships that can advance the organization*
- *Provide a report regarding assigned duties at all meetings*

COMMUNICATIONS OFFICER

- *Attend all the Ontario Canada Chapter executive board and general membership meetings*
- *Maintain the Chapter website and the chapter email box as well as send out all email correspondence.*
- *Assist the Social Media Officer when necessary*
- *Post the meeting notices and other relevant information on the chapter web page as directed by the President*
- *Chair committees as assigned*
- *Take photos at any CBTU meetings and events as well as external events attended by CBTU members when possible*
- *Responsible to bring in funds and relationships that can advance the organization*
- *Provide a report regarding assigned duties at all meetings*

SOCIAL MEDIA OFFICER

- *Attend all the Ontario Canada Chapter executive board and general membership meetings*
- *Maintain and monitor all Social Media applications being utilized by the Chapter i.e. Facebook, Twitter, Google+ etc.*
- *Assist the Communications Secretary when necessary*
- *Post or share all relevant information about or supported by CBTU as directed by the President*
- *Take photos at any CBTU meetings and events as well as external events attended by CBTU members when possible*
- *Responsible to bring in funds and relationships that can advance the organization*
- *Provide a report regarding assigned duties at all meetings*

MEMBERSHIP SECRETARY

- *Attend all the Ontario Canada Chapter executive board and general membership meetings*
- *Be the main point of contact for members with inquiries regarding membership*
- *Be responsible for the creation and management of the membership lists, keeping it up to date on a monthly basis*
- *Receive and process all membership applications sent in by existing and new members*
- *Maintain and update the mailing list when necessary*
- *Follow up with the members who have not yet renewed their membership*
- *Ensure that the Communications Officer and Financial Secretary have a current list of all the members' names and email addresses*
- *Actively work at promoting new members to join CBTU when at Union functions and other events where possible*
- *Ensure compliance with any relevant data protection requirements*
- *Chair committees as assigned*
- *Forward any funds received with membership applications to the Treasurer/Financial Secretary*
- *Responsible to bring in funds and relationships that can advance the organization*
- *Provide a report regarding assigned duties at all meetings*

MEMBERS AT LARGE

- *Attend all the Ontario Canada Chapter executive board and general membership meetings*
- *Perform duties as assigned by the President and/or Board*
- *Highlight the work and activities of CBTU in Personal and Professional networks*
- *Chair Committees as assigned*
- *Responsible to bring in funds and relationships that can advance the organization*
- *Provide a report regarding assigned duties at all meetings*

TRUSTEES

- *Attend all the Ontario Canada Chapter executive board and general membership meetings*
- *Audit the books and financial records of the chapter on a quarterly basis*
- *Provide a written report to the membership regarding the audit on an annual basis at the Annual General Meeting*
- *Chair committees as assigned*
- *Responsible to bring in funds and relationships that can advance the organization*