

Duties, Obligations, and Authorities Policy

Made Effective by the Executive Board pursuant to Constitution Article 12.1 on September 8, 2023.

1. Purpose

1.1 The purpose of this Policy is to set out:

1.1.1 “[T]he duties, obligations, and authorities of the Sergeant-at Arms, the Returning Officer, Centre Stewards, Standing and *ad hoc* committee members, and any other Representative” as required under Constitution Article 7.1.13;

1.1.2 “[T]he duties, obligations, and authorities of Committees and their members” as required under Constitution Article 9.2;

2. Duties, obligations, and authorities of the Sergeant-at Arms

2.1 The duties, obligations, and authorities of the Sergeant-at Arms are to:

2.1.1 maintain order at all meetings as required or as directed by the President or appointed presiding officer;

2.1.2 ensure only authorized persons attend Union meetings;

2.1.3 inform the President or appointed presiding officer of any visitors or guests attending meetings;

2.1.4 set up meeting facilities in advance of meetings, and return them to good order following meetings;

2.1.5 evict any person, as directed by the President or appointed presiding officer, from any Union function, for reasons including but not limited to:

2.1.5.1 drunkenness;

2.1.5.2 use of offensive language or behaviour;

2.1.5.3 general disruptiveness;

2.1.5.4 unauthorized attendance;

2.1.5.5 aggression or violence.

2.2 The Sergeant-at Arms is authorized to obtain the assistance of security or police services, if necessary, in order to fulfill their obligations.

3. Duties, obligations, and authorities of the Returning Officer

3.1 The duties, obligations, and authorities of the Returning Officer are to:

3.1.1 chair Election Committee meetings;

3.1.2 control the elections process as set out in the Constitution, and in the Elections & Voting Policy & Procedures.

4. Duties, obligations, and authorities of Centre Stewards

4.1 The duties, obligations, and authorities of the Centre Stewards are to:

4.1.1 report to the Chief Centre Steward;

4.1.2 inform themselves on circumstances occurring at their Centre related to the Members's rights under the Collective Agreement, and potential infringements thereof;

4.1.3 be accessible to the Membership;

4.1.4 with the guidance of the Chief Centre Steward, assist Members in understanding their rights under the Collective Agreement;

4.1.5 receive membership complaints related to the Members's rights under the Collective Agreement;

4.1.6 take timely action to report potential Collective Agreement breaches at their Centre to the Chief Centre Steward, with the primary objective of ensuring the Union's compliance with the Collective Agreement grievance arbitration timelines and thus preserving the dispute resolution process;

4.1.7 always act in a professional manner, thus preserving the reputation of the Union in all contexts;

4.1.8 always maintain strict confidentiality with respect to the Union's business, and the personal information of anyone, including but not limited to Members, collected and used in the course of the Centre Steward carrying out their duties on behalf of the Union.

5. Duties, obligations, and authorities of the Negotiating Committee and its Members

5.1 The duties, obligations, and authorities of the Negotiating Committee and its Members are to:

5.1.1 report to and take direction from the Executive through the Chair;

5.1.2 be conversant with the terms of the *Labour Relations Code* respecting collective bargaining, and ensure legislative compliance while negotiating on behalf of the Union;

5.1.3 initiate the collective bargaining process pursuant to the *Labour Relations Code* if directed to do so by the Executive;

5.1.4 canvass the Membership to determine issues of priority to address in collective bargaining;

5.1.5 act in the best interest of the Members in the bargaining unit with respect to negotiating terms of the Collective Agreement;

5.1.6 always act in a professional manner, thus preserving the reputation of the Union in all contexts;

5.1.7 make best efforts to meet timelines, and bargain in good faith on behalf of the Union with the Employer;

5.1.8 always maintain strict confidentiality with respect to the Union's business collected and used in the course of the Negotiating Committee carrying out its duties on behalf of the Union.

5.2 The Executive may appoint the members of the Negotiating Committee, and direct one of its members to be Chair, from time to time.

5.3 At the discretion of the Executive, the Executive may direct the Returning Officer to arrange for the election of members of the Negotiating Committee from the Membership in good standing from time to time.

5.4 The number of members on the Negotiating Committee at any given time is at the discretion of the Executive.

5.5 The Executive may cause the Union to hire a contractor, who is not a Member, to act as lead spokesperson during collective bargaining, and/or to assist the Negotiating Committee in any manner the Committee reasonably requires in carrying out its functions.