

**For the purposes of this document, ex-officio members have the same rights and responsibilities as regular committee members, without the expectation that the ex-officio member attends every meeting. This does not preclude the removal of specific rights (such as voting powers) in the definition of some committee roles in section 17.**

(a) The **President**

**The position of President is a part-time position and will be paid an honorarium as described in Appendix D. The president is expected to work an average of eighteen (18) hours a week. No overtime will be paid for this position.**

The President shall:

- Enforce the CUPE National Constitution, these Local Union Bylaws and the Equality Statement.
- Preside at all membership and Executive Board meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).
- Have a vote on all matters (except appeals against the President's rulings).
- Submit a written report to the Recording Secretary at each Executive Board meeting.
- Ensure that all Officers perform their assigned duties.
- Provide newly elected Officers with materials and guidelines relevant to their position. This duty may be delegated to **other** ~~another~~ members of the Executive Board.
- Fill committee vacancies **on an interim basis where elections are not provided for with the approval of the majority of the Executive Committee.**
- Introduce new members and conduct them through the initiation ceremony.
- Be a signing officer and ensure that the Local Union's funds are used only as authorized or directed by the CUPE National Constitution, Local 3912's Bylaws, or vote of the membership.

- Be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense and with supporting receipt(s) attached.
- Have first preference as a delegate to the CUPE National Convention, the CUPE Nova Scotia Convention, and the Nova Scotia Federation of Labour Convention.
- Be an ***ex-officio*** member of each Labour Management Committee in accordance with the applicable Collective Agreement.
- **Be an *ex-officio* member of the Grievance Committee, and a** ~~Assist in grievance proceedings when required.~~
- **Be an *ex-officio* member of all the Negotiating Committees.**
- Act as spokesperson for Local 3912.
- **Do community and sector outreach on behalf of the bargaining unit.**
- **Check emails and respond within a 72-hour calendar day timeframe.**
- On termination of office, surrender all books, seals, and other properties of the Local Union to their successor.

If the office of President falls vacant, a member of the Executive Board will be appointed by the Executive Board to be Acting President on a temporary basis, and a by-election shall be held at the next Regular Membership Meeting, or at a Special Membership Meeting for that purpose, if the Regular Membership Meeting is more than six weeks away.