



Member ID Number: \_\_\_\_\_  
Provincial/Regional Office Staff Use Only

# HEU LOCAL OFFICER FORM

Please fill out a form for **EACH** member who holds a position. This includes all new and returning executives and stewards.

## Elected Executive Positions

Date Elected: \_\_\_\_\_

Please check off the elected position. **Members cannot hold more than 1 elected position.**

- |  |  |  |                                    |
|--|--|--|------------------------------------|
| <input type="checkbox"/> Chairperson   | <input type="checkbox"/> Senior Trustee                | <input type="checkbox"/> Senior Trustee-Elect (2 year) | <input type="checkbox"/> Trustee   |
| <input type="checkbox"/> Secretary-Treasurer – or if the position has been split in two: |  | <input type="checkbox"/> Secretary                     | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Vice Chairperson  | <input type="checkbox"/> Assistant Secretary-Treasurer | <input type="checkbox"/> Conductor                     | <input type="checkbox"/> Warden    |
| <input type="checkbox"/> Other: _____  |  |  |                                    |

## Positions Appointed by Local Executive

Date Appointed: \_\_\_\_\_

Please check off the appointed position(s). **Members can hold more than 1 appointed position.**

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Lead Shop Steward                         | <input type="checkbox"/> Shop Steward              | <input type="checkbox"/> OH&S Steward |
| <input type="checkbox"/> Worker Health & Safety Rep (no committee) | <input type="checkbox"/> JOHS Committee Worker Rep |                                       |
| <input type="checkbox"/> *Site Rep _____ (site name)               | <input type="checkbox"/> Labour Council Delegate   |                                       |

**\* Site Reps are for merged locals or locals with more than one location where additional copies of the mailings are required.**

**LOCAL NAME:** \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employer & Work Site (example: Fraser Health Authority at Surrey Memorial Hospital): \_\_\_\_\_

Forward all information to HEU Provincial Office at 5000 North Fraser Way, Burnaby, B.C. V5J 5M3 or scan and email to [localdocuments@heu.org](mailto:localdocuments@heu.org)

Submitted by (Chairperson or Secretary-Treasurer): \_\_\_\_\_  
(please print)

Contact information will be shared with Union staff and Provincial Executive members as required to facilitate official union business.



# Constitution and By-Laws

## REVISED 2024

### **Article 15, Section A**

LOCAL OFFICERS: The Officers of the Local shall consist of Chairperson, Vice-Chairperson, Secretary-Treasurer, Assistant Secretary, Conductor, Warden, three (3) Trustees and, in the event of merged Locals, such other Local Officers that ensure worksite executive representation.

Individual Locals may vary their Executive structure subject to prior approval of the Provincial Executive.

### **Clarification of Trustee Positions**

Each Local must have three (3) Trustees.

The Trustee positions are as follows:

- Senior Trustee\* (serving second year of a two-year term)
- Senior Trustee-Elect (two-year term – after first year moves up to the Senior Trustee)
- Trustee

\*If the Senior Trustee Elect does not carry on for their second year, the Local will be without a Senior Trustee and the Local must then elect a second one-year Trustee. The only way for a member to hold the Senior Trustee position is to move into it after they have served one year as the Senior Trustee-Elect. In this case, the Trustees would be as follows:

- Senior Trustee-Elect (2-year term)
- Trustee (1-year term)
- Trustee (1-year term)

***Notification of any changes to those members elected or appointed to local positions must be sent to HEU by filling out a new form and mailing to HEU 5000 North Fraser Way, Burnaby, B.C. V5J 5M3 or emailing to [localdocuments@heu.org](mailto:localdocuments@heu.org).***