



## CAPE Organization Chart Explanatory Notes

- **CAPE's Membership** elects the President and votes on resolutions, including resolutions to change CAPE's [Constitution](#), [By-Laws](#) and dues. The general membership meets regularly twice a year, once for its annual meeting then a second time for the Membership Budget Meeting. Special membership meetings can also be called (see the CAPE Constitution Preamble, as well as Sections 3, 5, 16, 17, 18, 19, 28, 29, 30 and 31).
- **EC Members** elect EC Directors to the National Executive Committee, vote on tentative EC collective agreements negotiated by the EC bargaining committee and EC bargaining team, and elect with LoP members the EC-LoP Vice-President. **TR Members** elect TR Directors to the National Executive Committee, vote on tentative TR collective agreements negotiated by the TR bargaining committee and TR bargaining team, and elect the TR Vice-President. **LoP Members** elect a LoP Director to the National Executive Committee, vote on tentative LoP collective agreements negotiated by the LoP bargaining committee and LoP bargaining team, and elect with EC members the EC-LoP Vice-President. (See the CAPE Constitution, Sections 8, 14 and 18)
- The powers and responsibilities of the **National Executive Committee** are defined in Section 6 of the CAPE Constitution; its composition is defined in Section 8. these two sections read as follows:

*6.1 All powers of the Association shall be vested in the NEC subject to restrictions and conditions specified in this Constitution and By-Laws.*

*6.2 Govern the Association by establishing objectives, guidelines, policies, and By-laws.*

*6.3 Approve the establishment of Locals and approve stewards where there are no Locals.*

*6.4 Inform the employer which members are the local representatives of the Association.*

*6.5 Delegate authority as required.*

*6.6 Discipline or expel members in accordance with this Constitution and By-laws.*

*6.7 Approve organizational changes to the National Office to provide membership with cost-effective and efficient quality services.*

6.8 Appoint a Vice-President to preside at meetings of the Association during a temporary absence of the President.  
6.9 Fill its vacancies as prescribed by Article 19.  
6.10 Approve the application for representation made by any professional union or bargaining unit as prescribed by Article 7.

8.1 The NEC includes voting members and non-voting members.  
8.2 The voting members are: the President, the EC/LoP Vice-President, the TR Vice-President and a Vice-President for any other bargaining unit of 1,000 individuals or more, and Directors.  
8.3 A bargaining unit shall have a Director for each 1,000 individuals or part thereof.  
8.4 Notwithstanding clause 8.3, the number of Directors from the EC bargaining unit shall not be less than 8 and the number of Directors from the TR bargaining unit shall not be less than 2.  
8.5 The number of Directors shall be revised based on the size of the bargaining unit as at the fiscal year end of the Association.  
8.6 The Association's management, exclusive of the President, are non-voting members of the NEC.

- The powers and responsibilities of the **President** are defined in Section 9 of the CAPE Constitution which reads as follows:

*The presidency shall be a full-time paid position. The President shall have the authority to:*

9.1 Officially represent the Association.  
9.2 Negotiate collective agreements for members of the Association.  
9.3 Interpret the Constitution.  
9.4 Refer constitutional and legal matters to counsel for review and advice.  
9.5 Preside at all meetings of the National Executive Committee (NEC), Local Leadership Council, Presidents' Council and all general meetings of the Association including the Annual General Meeting (AGM) and the Membership Budget Meeting (MBM).  
9.6 Ensure that the Constitution, By-Laws, objectives, guidelines and policies of the Association and NEC are carried out.  
9.7 Call meetings of the Association as required by the Constitution.  
9.8 Report to the NEC, Local leadership, and membership concerning the affairs of the Association.  
9.9 Direct the national operations of the Association.  
9.10 Contract for the services of the Association's management.  
9.11 Perform the duties recognized to be within the authority of a presiding officer.  
9.12 Delegate authority to the Vice-Presidents, Executive Committee members, or management of the Association, as required.

- The National Executive Committee can strike and mandate **committees** to work on specific issues. There is no limit to the number of committees. There is one permanent standing committee, the Finance Committee. In addition, the Elections and Resolutions Committee works at arm's length from the National Executive Committee in order to ensure the independence of the election and resolution processes (see the CAPE Constitution, Sections 12, 13 and 15).
- The members of each of CAPE's three bargaining units separately strike their own **collective bargaining committee** to negotiate their respective collective agreements. The bargaining team for each group is selected by the committee members from the committee membership. The bargaining committees work at arm's length from the National Executive Committee in order to ensure the independence of the bargaining process for each group. Members of the national office staff provide professional service to the bargaining committees. (See the CAPE Constitution, Section 14)
- The **Presidents' Council** and the **Local Leadership Council** are two advisory bodies to the National Executive Committee. The Presidents' Council is composed of all the presidents of CAPE locals. The Local Leadership Council is composed of all elected members of local executive committees, as well as stewards appointed by locals where CAPE has locals, or appointed by the National Executive Committee where CAPE does not have a local. Each Council must meet at least twice a year. (See the CAPE Constitution, Sections 22 and 23)
- **CAPE locals** can either be regional locals outside the National Capital Region, or department locals within the NCR. CAPE members working for a Special Operating Agency can request their own local. In addition, CAPE EC and TR members working for the Translation Bureau share their own local. The local is one of the most important elements of CAPE's governance structure. There are close to thirty CAPE locals. A local is the presence of the Association in the work place. Often, local members working closely with members of CAPE's national office staff facilitate the provision of various services to the local member, including the dissemination of information and representation at formal and informal labour management consultation meetings. Where CAPE members have not chosen to have a local or where numbers prohibit a local, members can be represented by an independent steward appointed by the National Executive Committee (See the CAPE Constitution, Section 21)
- **CAPE's national office** is centrally located in the National Capital Region where more than 85% of CAPE's membership works and where its membership's employers are located. The national office is composed of highly skilled and trained permanent staff, working under the general direction of an elected officer, the President of CAPE (see the [CAPE national office organization chart](#)).