



# POLICIES AND PROCEDURES MANUAL

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## 1. GENERAL OVERVIEW

It is the intention of this document to provide guidance and assistance to the officers and members of AUPE Local 071 in a clear and consistent manner. Pursuant to the AUPE Constitution, "Article 3 – Objectives", Local 071 was established to organize, protect, and promote the general well being of support staff at 11 Alberta Post-Secondary Institutions and 2 Alberta School Boards:

- Chapter 001: Lethbridge College
- Chapter 002: Olds College
- Chapter 004: Lakeland College
- Chapter 005: Medicine Hat College
- Chapter 006: Alberta University of the Arts
- Chapter 007: Grande Prairie Regional College
- Chapter 008: Portage College
- Chapter 009: Northern Lakes College
- Chapter 010: NorQuest College
- Chapter 011: Bow Valley College
- Chapter 012: Living Waters Catholic
- Chapter 013: Edmonton Catholic
- Chapter 014: Red Deer Polytechnic

## 2. JURISDICTION

These Policies and Procedures must conform to the Constitution of AUPE, AUPE Policies and Procedures, and all applicable federal and provincial laws and statutes. Articles within this document apply only to members of AUPE Local 071. Where an article is found to be contrary to the conformance required above, the Local Executive will have the authority to substitute a provision or provisions. Any such substitution shall be valid only until the next Local Council meeting and such substitution shall be brought forward to that meeting for a vote.

## 3. AMENDMENTS

Articles within this document may be added, amended or deleted by a simple (50%+ 1) majority vote of the members present and voting at the Local Council meeting where the motion is made. All amendments shall take effect immediately upon adoption unless otherwise specified within the motion.

#### 4. LOCAL COUNCIL REPRESENTATIVES/LOCAL EXECUTIVE

##### 1. Local Council Representatives

Local Council is elected in odd years by and from its Chapters at the Chapter's Annual General Meeting at a rate of one Local Council Representative for every 100 members or portion thereof. Local Council Representatives are to:

- a) Attend all Local Council meetings. Where a Local Council Representative is unable to attend a Local Council meeting an alternate will attend in their place with voice and vote.
- b) Represent the interests of their Chapter members at Local Council.
- c) Promote activities of the Union and Local to their Chapter.
- d) Keep the Local Executive informed of activities and issues of the Chapter.
- e) Report back key information from Local Council to their Chapter Executive following each Local Council meeting.
- f) Prepare and present a written report at their Chapter AGM.

##### 2. Local Executive

- a) Local Council Executive is elected in odd years by and from the Local Council Representatives at the Local Annual General Meeting. All Members in good standing are eligible for election to any position at that meeting. The Local Executive is responsible for the day-to-day operations and management of the Local and serves as the liaising body with the AUPE Executive.
- b) The Local Executive consists of the Chair, Vice-Chair, Secretary, Treasurer, and Provincial Executive Member. Each Local Executive member will receive an annual recognition/appreciation gift not to exceed \$500.00. All Local Executive member who sits for a portion of the year will receive the recognition/appreciation gift at a prorated basis (\$41.67/month), based on months served. (Receipts(s) to be provided). All Executive are expected to attend and participate in all scheduled Local Executive and Local Council meetings. Exceptions are to be approved by the Finance Sub-Committee.
- c) Each member of the Local Executive will be reimbursed for their mobile/internet/data costs at the rate of \$45.00/month for the Local Chair and \$40.00/month for the Local Vice Chair, Local Secretary, Local Treasurer, and Local Provincial Executive Member. A member expense claim and receipts must be provided. Claims should be made within the current fiscal year.

#### 5. MEETINGS

##### 1. Ground rules for meetings:

- a) Meetings start and end on time.

- b) Statement of Equality will be read at the beginning of all meetings.
- c) Traditional Acknowledgement of Territory will be read at the beginning of all meetings.
- d) Speakers must be recognized by the meeting chair.
- e) Everyone has the right to speak without interruption.
- f) All opinions are honoured.
- g) Respect is shown for self and others.
- h) Issues of conflict will be openly addressed.
- i) Confidentiality is maintained.
- j) Cell phones will be turned off or set on 'vibrate' during meetings.

## 2. Local Executive/Local Council/Committee Meetings Attendance

- a) Local Executive, Local Council and Committee Representatives are expected to attend all meetings. It is the individual member's responsibility to contact the Local Secretary to confirm their attendance at the meeting.
- b) When 2 consecutive meetings have been missed by a Local Council Representative and no notice has been given, the Local Secretary will write a letter to the member and Chapter Chair informing them that should the next meeting be missed without notice, the member will have resigned their Local Council seat.
- c) Pursuant to Article 20.07 of the AUPE Constitution. When a Local Council Representative has missed 3 consecutive meetings and has failed to notify the Local Chair or Local Secretary of intended absences, the member will be considered to have resigned their respective seat on Local Council.
- d) If a vacancy occurs in the Local Executive the Local Council shall elect a Local Council member to the interim position until the next AGM at which time the vacancy will be filled.
- e) When preparing the meeting minutes, the Secretary shall list the following:
  - i. Local Council Members present at the meeting.
  - ii. Local Council Members absent with regrets.
  - iii. Local Council Members absent without notice.

## 3. Confidentiality

Local Council members will keep information that is known because of their

involvement in Local Council business confidential when indicated.

4. Notice of meetings

Where practicable, at least 5 days prior to each meeting, the Secretary or designate will communicate the time, date, place, agenda, minutes, and reports to all appropriate Members and the MSO (Membership Services Officer).

5. Annual General Meeting (AGM)

The Local must hold its AGM no later than May 31 of each year. The Local Executive is elected in odd years. Members who wish to run for election but are unable to attend the AGM must communicate via email to the Chair indicating for which office and/or position(s) they are seeking and be nominated at that meeting for the office and/or position(s) indicated. Officer and/or positions to be elected at the AGM are:

1. Chair
2. Vice Chair
3. Secretary
4. Treasurer
5. Provincial Executive Member
6. Provincial Executive Alternate
7. Occupational Health & Safety Liaison
8. Young Activists Committee Liaison
9. Six members to the Local Finance Sub-Committee

6. Local Executive Meetings

As described in the AUPE Constitution.

- a) The Chair will call meetings of the Local Executive prior to each Local Council meeting.
- b) The Chair can also call Local Executive meetings as deemed necessary.
- c) All Local Executive reports are to be submitted to the Local Chair at least 1 week prior to the meeting for inclusion in the agenda package.
- d) Quorum for Local Executive will be 50%+1.
- e) All meetings shall follow the Rules of Order contained within the AUPE Constitution.

## 6. COMPONENT OFFICERS

### 1. Chair

- a) Call Local Executive, Local Council, and Annual General Meetings as required and shall preside at these meetings.
- b) Exercises supervision over the affairs of the Local.
- c) Is a signing officer of the Local.
- d) May assign specific duties to the Vice-Chair.
- e) Is familiar with AUPE and Local, and has an understanding of the AUPE Constitution, and Policies and Procedures.
- f) Keeps the AUPE Executive informed of Local activity and ensures that the Local Council is made aware of Union business and upcoming events as required.
- g) Prepares and presents a written report for each Local Council meeting.
- h) Works closely with other members of the Local Executive.
- i) Promotes an active Local Executive and Local Council.
- j) Attends the Annual AUPE Convention by right.

### 2. Vice-Chair

- a) Assists the Chair in the execution of the Chair's duties and acts on the Chair's behalf when so authorized.
- b) Carries out duties assigned by Chair.
- c) Acts as the chairperson in the absence of the Chair.
- d) Is familiar with AUPE and Local, and has an understanding of the AUPE Constitution, and Policies and Procedures.
- e) Can be a signing officer of the Local.
- f) Prepares and presents a written report for each Local Council meeting.
- g) Works closely with other members of the Local Executive.

### 3. Secretary

- a) Is the Administrative Officer of the Local.
- b) Sends routine correspondence on behalf of the Local.

- c) Ensures timely submission of time-off requests for Local Executive and Local Council members to attend Local meetings and/or events.
  - d) Ensures that accurate minutes of all meetings of the Local Executive, Local Council, and Committees are taken, transcribed and distributed as required.
  - e) Prepares convention credentials for distribution.
  - f) Has custody of all books, minutes, and records.
  - g) Maintains a list of the Local Life Members.
  - h) Can be a signing officer of the Local.
  - i) Is familiar with AUPE and Local, has an understanding of the AUPE constitution, and Policies and Procedures.
  - j) Prepares and presents a written report for each Local Council meeting.
  - k) Works closely with other members of the Local Executive.
  - l) Will hand over up-to-date files and records to the next duly elected Secretary when they take office.
4. Treasurer
- a) Is the Financial Officer of the Local.
  - b) Is the Chair of the Local Finance Sub-Committee.
  - c) Has custody of all financial and accounting documents and records of the Local.
  - d) Shall act as trustee for all funds of the Local and of all other assets of the Local. Funds will be administered at the direction of the Local Executive, and Local Council, and be responsible for all accounting and financial records of the Local.
  - e) Prepares and presents a current financial statement at each Local Council meeting.
  - f) Prepares and presents a written report for each Local Council meeting.
  - g) Prepares an annual financial statement of the affairs of the Local and provides it to the AUPE Executive Secretary-Treasurer for review and/or audit.
  - h) Prepares a draft annual budget in consultation with the Finance Sub-Committee and other Local Executive members for presentation at the Local Council AGM.
  - i) Is a signing officer of the Local.



- j) Is the principal signatory of the Local.
- k) Initiates Electronic Fund Transfers (EFT).
- l) Is familiar with AUPE and Local, and has an understanding of the AUPE Constitution, and Policies and Procedures.
- m) Works closely with other members of the Local Executive.
- n) Will hand over up-to-date files and records to the next duly elected Treasurer when they take office.

#### 5. Provincial Executive (PE) Member

- a) Attends PE meetings
- b) Carries out the duties delegated to the Provincial Executive by the Constitution.
- c) Presents any concerns of the Local to PE.
- d) Provides a written summary report at least once a year to the President and PE about the operations of the Local.
- e) Prepares and presents a written report for each Local Council meeting.
- f) Promotes the PE Strategic Plan to Local Council.
- g) Is familiar with AUPE and Local, has an understanding of the AUPE constitution, and Policies and Procedures.
- h) Works closely with other members of the Local Executive.
- i) Attends the AUPE Convention as a delegate of right.

### 7. OTHER COMPONENT POSITIONS

#### 1. Alternate PE Member

- 2. Attends and acts with voice and vote in the absence of the PE Member at PE meetings, Local Executive meetings, and at Convention.
- 3. In the event that both the PE Member and Alternate are unable to attend a PE meeting, a member of the Local Executive, with notification to the President's Office, can attend with both voice and vote.

#### 2. Local Occupational Health & Safety Liaison

- a) Is the liaison between the Occupational Health & Safety Standing Committee and the Local.

- b) Promotes the mandate and activities of the Occupation Health & Safety Standing Committee, to Local Council and Chapter Occupational Health & Safety Liaisons.
- c) Distributes Occupational Health & Safety information received from AUPE Headquarters and/or the Occupational Health & Safety Standing Committee to Chapter Executives and Chapter Occupational Health & Safety Liaisons.
- d) Prepares and presents a written report for each Local Council meeting.
- e) Provides a written report at least once a year to the Occupational Health & Safety Standing Committee about the health and safety concerns of the Local.

## 8. LOCAL SUB-COMMITTEES

Local 071 Committees are established either as a constitutional requirement or as deemed necessary for the effective operation of the Local. Committees may be established by the Local Executive, or the Local Council. Each committee shall have a defined mandate, and at its inception, develop a Terms of Reference for approval by the establishing body. Committees, other than those required by the Constitution, maybe disbanded when their purpose has been achieved or is no longer valid.

### 1. Finance Sub-Committee

- a) Make recommendations for the proper administration of the finances of the Local.
- b) Ensure that a proper and complete records of the financial affairs of the Local are accurately maintained at all times.
- c) Close the Local books within 24 months of the year-end.
- d) Ensure that expenditures are lawfully made.
- e) Make recommendations to the Local Council with respect to the funding of components.
- f) Ensure financial statements are provided at each Local Council meeting.
- g) Make recommendations to the Local Council in respect to methods of financing and investments of the Local's funds.
- h) Review, amend, or modify, as required the proposed annual budget of the Local as presented by the Treasurer.
- i) Present through its Chair, a proposed annual budget for the Local to the Local Council AGM.
- j) Review major expenditures over \$500.00 which are not provided

for in the annual budget.

## 9. EDUCATION AND EVENTS

### 1. Attendance

Any member who is registered to attend a Union education course or event, and who fails to give proper notice of cancellation, or leaves early as outlined in Section 3 – Education of AUPE Policies and Procedures or is a no-show, shall have the expenses incurred by the Local billed back to their Chapter. Consideration will be given to extenuating circumstances as determined by the Local Executive.

### 2. AUPE Convention

- a) The Local representation is determined in the AUPE Constitution.
- b) Chapters will be responsible for electing nominees, and alternate nominees for convention at the Chapter AGM. Local Council will determine convention delegates at the Local AGM. Chapters with 1-199 members will automatically receive one credential. Chapters with 200-299 members will receive 2 credentials. Chapters with 300+ members will receive 3 credentials. Any additional credentials will be allotted to the chapters with the largest portion thereof, excluding chapters with less than 100 members. In the event of a tie, the credential will be decided by a draw. One of the additional credentials will be allotted via lottery. Lottery participants would include all chapters that did not receive an extra credential via the “portion thereof” process.
- c) Delegates shall attend the Local Convention Delegate Training and every session of convention. The member shall notify the Local Chair of the reason for an absence.
- d) If a delegate is unable to attend convention, the first available alternate of their Chapter in ranking order, shall be upgraded to delegate status. In the event all alternates have been exhausted from that chapter, the Local Secretary shall allot that credential to another Chapters alternate nominee, according to the alternate draw.
- e) Two weeks prior to Convention, the Local Secretary shall be given full discretion to fill any last-minute Convention vacancies.
- f) Local Executive members that are not elected Convention Delegates shall be sent to Convention as observers.

## 10. FINANCES

### 1. Operating Funds

- a) Chapter financial records must be reviewed on an annual basis. Before

funding is disbursed to the Chapter, the Local Treasurer must receive the Chapter's bank statements, original receipts, minutes, and all related supporting documents by July 31. Any surplus monies as of June 30 shall become the property of the Local, notwithstanding funds received as part of the current year's Annual General Meeting reimbursement.

- b) Items purchased and distributed by a Chapter shall be distributed in the fiscal year of purchase. Chapters shall not purchase or distribute physical gift cards or gifts where the recipients' signature cannot be obtained unless the item is shipped directly to the recipient and the receipt or proof of purchase includes the recipients mailing address. When purchasing e-gift cards, the supporting documentation must show the names and email address that the card was sent to. Where the receipt(s) does not show the full name of the recipient(s), a list that include the full name and email addresses of all recipients must be provided.
- c) Chapter funding shall not exceed 25% of the Local revenue received from Headquarters. The formula for Chapter funding shall be prorated as follows:
  - 001 - 100 members \$2,720.00 per fiscal year.
  - 101 - 200 members \$3,080.00 per fiscal year.
  - 201 - 300 members \$3,440.00 per fiscal year.
  - 301 - 400 members \$3,810.00 per fiscal year.
  - 401 - 500 members \$4,160.00 per fiscal year.

The membership average is based on Headquarters count.

- d) To assist with challenges associated with having multiple campuses, Chapters with 25 or more members who work at a site other than the primary campus, will be provided with an additional \$1,000.00 annually. Chapter with 10-24 members who work at a site other than the primary campus, will be provided with an additional \$500.00 annually. Chapter with 1-9 members who work at a site other than the primary campus, will be provided with an additional \$250.00 annually.
- e) To support Chapters in onboarding new members, each Chapter shall be eligible to expense up to \$250.00 per fiscal year to be reimbursed by the Local for expenses related to the orientation and onboarding of new members. Expense claims and receipts must be provided. Gift cards and prizes will not be eligible for reimbursement.
- f) The Local Executive shall have the power to approve non-budgeted expenses as requested. Approval shall be made by a simple (50%+1) majority vote. The vote can be made via telephone or e-mail. All requests and voting results will be presented to Local Council at the next meeting.

g) 10% of the total Annual Budget shall be put into a contingency fund account, where the funds are available, to be used solely for the purpose of urgent non-budgeted expenses.

**h) Chapter Campaign and Direct Actions Activities Fund:**

Should a Chapter wish to access these funds; the Chapter Executive will submit a request in writing to the Local 071 Executive outlining the following:

- Amount requested up to a maximum of \$1500.00 per request
- Rationale as to why the Chapter is supporting the campaign/initiative, as well as an explanation detailing how this will support AUPE, Local 071, and/or Chapter members
- Any supporting documentation that will be useful in the decision-making process should it be available
- A Chapter disbursement form

Should the request meet the criteria, the Local 071 Executive will be responsible for the approval and disbursement of the requested funds.

If approved, Chapters must provide a report in writing to the Local Council outlining how the funds were used and the benefit to members to be presented at the next available Local Council meeting. Any unused funds shall be returned to the Local at the end of the fiscal year.

- i) Purchases over \$5,000.00 are to be considered as Capital Assets. All purchases below \$5,000.00 are to be recorded as a one-time expense.
- j) For those who desire to let their name stand for a position on the Union Executive, the Local will budget up to \$4,000.00 in the proposed budget at the Annual General Meeting, in elections years, to be divided equally among all candidates of Local. To receive funding from this policy the candidates must declare to the Local Executive no later than 90 days prior to convention. Candidates will be eligible to expense up to a maximum of \$2,000.00 for campaign expenses, original receipts must be provided.
- k) Members running for political office outside of AUPE will not be financially supported by the Local. Members are encouraged to seek financial support from the larger Union (Committee On Political Action [COPA], etc.).

## 2. Financial Expense Responsibilities

For definition purposes, the fiscal year means from July 01 to June 30 of the following year.

### 1. Local Responsibilities:

- a) Local Council meetings and related expenses.

- b) Local Executive meetings and related expenses.
  - c) Local Finance Sub-Committee meetings and related expenses.
  - d) Local training offered by the Local.
  - e) AUPE Annual Convention – Local Observers only.
  - f) Any expense or purchase of the Local that is paid by AUPE Headquarters on behalf of the Local.
  - g) Time off required for Local or Chapter business, where the Local will be required to pay the time off. A request must be made through the Local Chair.
  - h) For the Education Sector Conference each Chapter may send up to 2 members.
  - i) Travel and Subsistence expenses will be reimbursed in accordance with AUPE Policies and Procedures and must utilize the AUPE Headquarters Members Expense Claim Form.
  - j) When a Local 071 member is on Union business the Local will cover the cost of single room accommodation for that member.
  - k) Chapter Annual General Meeting – Each Chapter will receive \$30.00 per attending member and AUPE guest. Reimbursement will be based upon the attendance sheets and must be forwarded to the Local Treasurer.
  - l) Local will not reimburse for the cost of alcohol.
2. Chapter Responsibilities:
- a) Room rentals - where possible Chapters are encouraged to use worksite facilities that are normally offered at minimal or no charge.
  - b) Notices and postage, excluding AGM notices and Postage.
  - c) Chapter meetings, events, and social functions.
  - d) Bank charges.
  - e) Communication expenses.
  - f) Gifts and donations.
  - g) Travel and Subsistence and time off for Chapter meetings with prior notification to the Chapter Treasurer. Members must utilize the AUPE Headquarters Member Expenses Claim Form for all expenses.

## 11.COMPUTERS

## 1. Acquisition and Replacement of Computers

- a) All computers for the Executive of Local 071 will be acquired and managed by the executive committee.
- b) Local 071 Council funding approval for evergreening computers will be secured prior to the acquisition or replacement of any computers.
- c) Replacement of individual computers will occur on a regular five (5) year Evergreen cycle. The fiscal year in which a system reaches its 5th anniversary will be used to determine the end of the Evergreen cycle for the computer.
- d) The choice to evergreen the computer after the fifth year would be optional until the 7th year, at which point the computer would be required to be evergreened.
- e) Exceptions to this policy may be made where requirements dictate that computers be replaced at a different rate. These exceptions require the approval of the Local Council.
- f) Computer upgrades will not be performed except as required to support unforeseen or vendor-mandated changes to software requirements that may render the device unsuitable for its original intended purpose prior to the end of its five-year life span.
- g) Replacement laptops would have a maximum cost of \$2,000, not including GST and recycling charges (to be reviewed every evergreen cycle).
- h) Evergreened laptops would be made available for purchase by Local Council members, with the current Executive having the right of first refusal, by way of a raffle, for a cost of \$200 or the undepreciated capital cost, whichever is greater.

## 2. Redeployment of Computers

- a) All computers remain the property of Local 071 until evergreened and are assigned to each executive position.
- b) Each laptop will be deployed to the Executive member with a carrying case as a measure to safeguard the computer from unintentional damage.
- c) It is the responsibility of the executive member to care for the computer ensure the computer is kept in good working condition. If there was negligence on behalf of the Executive Member, as determined by the finance committee, the member may be responsible for replacing a lost, stolen, or damaged computer.
- d) When a position changes, the computer will be reassigned to the new member within two weeks of the election of the new member. If the

computer is required to be shipped, care must be taken to ensure that the computer can be safely shipped without damage.

The member shall:

- ensure that shipping insurance is purchased, and a copy of the certificate of insurance and tracking number is provided to the receiving member and Local Treasurer.
- ensure the computer is packaged following the guidelines of the shipping company as to not void the shipping insurance.

## 12. LOCAL LIFE MEMBERSHIP

Local Life Membership is granted to provide appropriate recognition to Local members who have contributed greatly to the support and/or betterment of the Local, its membership, and its goals.

- a) Individuals who meet the following criteria may be nominated for Local 071 Life membership:
  - i) AUPE member for at least 8 years.
  - ii) Local 071 member for at least 7 years with consideration.
  - iii) Nominees must have provided contribution to the Local on a Local, Provincial, or Chapter basis in 3 or more of the following:
    - Served as executive officer of the Local, Chapter or Area Council.
    - Served as a member of the AUPE Executive Committee.
    - Served on an AUPE Standing Committee.
    - Attended an AUPE Convention.
    - Actively encouraged other members to attend meetings (either at Chapter or Local level), and kept members informed about Union activities, as a Union Steward.
- b) Nominations may be presented, in writing, to a Local Council member by any member in good standing of Local.
- c) Nominations must contain all required information and rationale for the recommendation.
- d) The Local Council member receiving submissions should forward them to the Local Executive for inclusion in the agenda for the next Local Council



meeting.

- e) Submissions shall be duly addressed at the Local Council meeting and voted on or be tabled to be dealt with at the next meeting.
- f) Local Life Members shall be notified by the Local Executive when they have been granted Local Life Membership.
- g) Local shall formally recognize and grant Official Local Life Membership by inviting recipients to attend, with significant other, a specified meeting or Union function, at Local expense.
- h) Local Life Members will receive an honorary gift from the Local, the total cost of which shall not exceed two-hundred and fifty dollars (\$250.00).
- i) Local Life Members shall be granted the privilege of attending any Local 071 meeting or function, at their own expense. They will be required to provide notice of attendance to the Local Chair.

### 13. DEFINITIONS

For the purpose of the Local 071 Policy and Procedures Manual, the following definitions apply:

- a) Computer – references computers acquired and managed by Local 071.
- b) Evergreening – the process of replacements and subsequent disposal of a Local 071 computer at the end of its life span.