

**POLICIES**  
**LOCAL 5**  
**NATURAL RESOURCES CONSERVATION SERVICES**  
**ALBERTA UNION OF PROVINCIAL EMPLOYEES**

**PREAMBLE**

**AUPE Constitution ( 2002) –Article 22.07**

**The Local Council shall formulate policy for the guidance of the members of the Local and shall exercise executive and administrative control over the affairs of the Local.**

**In response to the above Constitutional Article, Local 5 Executive will bring forth Policies and procedures on issues, concerns and motions directly relating to Local 5. All Policies developed for Local 5 must be forwarded to Council when creating, dissolving or amending policies and must be done so in accordance with Policy 1.**

**POLICY 1: CREATING/DISSOLVING/AMENDING      DATE: April 30, 2004**

**1.1      Creating Policy**

- 1.1.1** New policies must be tabled at a Council Meeting.
- 1.1.2** The Local Executive will be responsible for the format and publishing of the adopted policy.
- 1.1.3** All policies must be adopted at Council by majority vote of those in attendance.
- 1.1.4** If a policy exists in the Provincial Policies, a referral to that policy will be included in the Local 5 policy.

**1.2      Dissolving/Amending Policies**

- 1.2.1** Any motion to amend and/or dissolve a policy of Local 5 will be tabled at the meeting at which it is raised. It will be placed on the agenda for the next scheduled Council Meeting at which time it will be debated. The motion to amend or dissolve the policy will then be decided by a majority vote of those in attendance.

**1.3      Policy Review**

Policies will be reviewed by the Local Executive on a yearly basis to ensure they are constitutionally correct.

**POLICY 1: CREATING/DISSOLVING/AMENDING (con't)**

**1.4 Distribution of Policies**

**1.4.1** Local 05 Policies will be distributed electronically to the following:

1. Local 5 Council Reps.
2. Local 5 Chapter Chairs and Secretaries
3. AUPE Staff Rep/Membership Services Officer
4. AUPE Headquarters

**2.1 COUNCIL MEETINGS**

**2.1.1 Location:**

Council meetings will be held at Edmonton Headquarters, unless otherwise decided by the Local 5 Executive. This is the most central location as this is a province wide Local with Chapters.

**2.1.2 Attendance**

Council Representatives are expected to attend all Council Meetings. In the event of absence, it is the individual Council Representative's responsibility to notify the Chair of the Council.

When two (2) consecutive meetings have been missed by the Council Representative and no notice has been given, the Secretary of the Local will write a letter to the Representative. S/he will inform the Representative, should the next meeting be missed without notice, the Representative will have vacated their Council seat.

Council Representatives are expected to remain for the duration of the regular or special meeting called by Local 5 with the exception of extenuating circumstances.

At the Annual General Meeting of the Local in election years, the incoming Chapter Chair shall be invited to attend, to familiarize themselves with the members of Local Council, its functions, committees and roles.

**2.1.3 Alternates**

It is the responsibility of the Council Representative to contact their Alternate to replace the Representative when expected to be absent. Notice to be given at least 48 hours prior to meeting date.

The Council Rep is responsible to contact the Local's AUPE staff Secretary to get a time off for travel and the meeting.

**2.1.4 Removal from Council**

When a Council Representative has missed three (3) consecutive meetings and has failed to notify the Chair of the Local of intended absences, the Representative will be considered to have vacated their respective seat on Council.

In the event that a Council seat has been considered to have been vacated, the Secretary of the Local Council will notify, in writing, the Chair of the respective Chapter which seat has been vacated. Chapter Chair will notify Council of New Rep and their Alternate.

**2.1.5 Minutes Distribution**

The Secretary of the Local Council will distribute the minutes of Council Meetings to all Council Representatives as well as the MSO or AUPE staff rep who is the Union's representative to the Local by email within two (2) weeks of the meeting. A copy will also be posted to the Local 5 website ASAP after the meeting.

**POLICY 2: COUNCIL MEETINGS (con't)**

**2.1.6 Agenda**

The agenda is to be distributed to all Council Members no later than 1 week in advance of the Council Meeting.

Agenda items and requests for the attendance of a guest should be sent to the Chair at least 2 weeks in advance of the Council meeting.

**POLICY 3: COMMITTEES**

**DATE: April 30, 2004**

**3.1 Committees**

- 3.1.1 Local Council will establish Committees as necessary.
- 3.1.2 Committee meetings may be in person or by electronic means.
- 3.1.2 The Committees will submit a report to the Council at the following meeting.
- 3.1.3 The General Service Bargaining Committee will draft a communications plan within 30 days of the date of the formation of the Committee. The 2004 Local 5 Communications Plan For General Service Bargaining will serve as the template for future Communication Plans.
- 3.1.4 A date for the Committees to have their first meeting must be decided before proceeding with any further Local business at the meeting at which the Committee was formed.
- 3.1.5 Funding for Committees will be dealt with under normal procedures as established by the Finance Committee, except as directed by Council.
- 3.1.6 The Chair will be on all committees established for Local 5 according to Constitution. Article 18.01 (a)

**3.2 P.E Representative**

The P.E. Representative and their alternate shall be elected from within the Local Council. The P.E. Representative will inform the Alternate in advance if s/he is required to attend on their behalf. Expense for P.E. Rep is covered by Headquarters.

**POLICY 4: CONVENTION /SCHOOL DELEGATES DATE : April 30, 2004**

**4.1.1 Attendance**

It is the responsibility of delegates to attend all Convention business. Any forthcoming corrective action as a result of non-attendance will be the responsibility of the Local. (P.E. Policy 2-21 See Appendix)

**4.1.2.** In the case where corrective action is taken against a Local member, the member involved will not be allowed to attend Convention/School/Conferences at Local Expense.

**4.2 Convention Caucus**

**4.2.1** There will be at least one Local 5 caucus meeting per day at the AUPE Convention called by the Local Chair.

**4.2.2** All delegates and observers are expected to attend this meeting so all delegates are introduced to each other.

**4.3 Accommodations**

**4.3.1** Accommodations will be billed in accordance with Local 005 Policy 7.5.4.

**4.3.2** Incidentals are not to be included in Room Charges.

**4.4 Delegates**

**4.4.1** Local 5 Delegates to convention, schools and conferences must meet required criteria.

**4.4.2** Delegates/Observers for convention who live within 50 km. shall have accommodations paid for by the Local. (P.E. Policy 2-20 See Appendix)

**4.5 Observers**

Local 5 will sponsor observers at AUPE convention. At least one observer will be the Local 5 Chair or designate unless otherwise attending. Up to three (3) observers are allowed to attend. (P.E. Policy 2-12 See Appendix)

**4.6 Convention Committees**

**4.6.1** Chapters are encouraged to have at least three (3) alternates nominated for convention so Local have members to fill the allotted seats allowed for Local 5.

**4.6.2** All Local 5 delegates who are unable to come to Convention due to restriction of numbers are encouraged to apply in writing to the President of AUPE to sit on a Convention Committee.

**4.7 Hospitality Room**

**4.71** Local 5 Executive can approve up to \$1,000.00 for the support of a Hospitality room.

**POLICY 4: Convention /School Delegates (con't)**

**4.8 Life Members**

- 4.8.1** Local 5 will pay for AUPE life members from Local 5 (who are in good standing) for the costs up to a maximum of \$500.00, per member for meals, mileage, and accommodations which Headquarters does not cover for Convention. (P. E. Policy 7-2 See Appendix)

**5.0 WRITTEN REPORT/VERBAL REPORT**

**DATE: April 30, 2004**

**5.1 Written/Verbal Reports**

Any Local Council member attending any event, at Local expense, are expected to submit a written report or present a verbal report at the next Local Council meeting following the event. Non-council members must submit a written report through their council member.

**POLICY 6: STRIKE PAY**

**DATE: April 30, 2004**

**6.1 Strike Pay**

- 6.1.1** Pending availability of funds, strike pay will be paid at the rate of twenty-five dollars (\$25.00) per day, commencing with the tenth day of the strike.
- 6.1.2** Strike pay referred to in 6.1.1. above will only be paid after a member completes a minimum of four (4) hours of picket duty per day.
- 6.1.3** Monies are in addition to the P. E. Policies and Procedures Policy 20-1 Pg.8 (See Appendix)

**Note: All references to Chair, Vice-Chair, Treasurer, Secretary, Finance Committee, Executive Committee, Convention Committee or Council refer specifically to Local 5 unless otherwise indicated.**

**7.1 Local Funds**

**7.1.1 Deposit**

All Local funds shall, within thirty (30) days of receipt, be deposited to the credit of Local 5 into an approved financial institution in the Province of Alberta. Approval of the financial institution shall be decided by the Local Council.

A yearly review of the type of chequing accounts, saving accounts, term deposits, etc., shall be decided by the Finance Committee and any changes to such shall be brought forward and approved by Local Council.

**7.1.2 Signatories**

All funds of the Local shall be disbursed by cheque. All such cheques drawn on the account of the Local, maintained by the Treasurer, shall be signed and countersigned by the Treasurer, Chair, or the Vice-Chair or any two (2) of the aforementioned executive members.

All savings accounts shall also have either the Treasurer, Chair, or the Vice-Chair as signatories. Funds from these accounts shall only be removed by a transfer to another Local 5 saving or chequing accounts with the recommendation of the Local Finance Committee. Such changes must have prior approval by Local Council.

**7.1.3 Bonding**

The Treasurer or Secretary/Treasurer of the Local and of the Chapters shall be bonded in accordance with policy as adopted by the Provincial Executive. (Policy 5-5 See Appendix)

**7.1.4 Donations**

All requests for aid from organizations and/or individuals, including those not identified as being related to the labour movement in any way, shall be presented to the Council for approval.

A maximum of five hundred dollars (\$500.00) per cause, for a total of \$1500.00 of Local funds shall be made available for donation at an Annual Convention and shall be decided by Local 5 Delegates. This will be brought back to Local Council for information (P.E. Policy 5-28 See Appendix).

**7.1.5 Grants-In-Aid**

All requests for Grants-In-Aid from other Locals or Unions, forwarded by the Provincial AUPE Treasurer, shall be perused by the Finance Committee and then presented to the Council with a recommendation.

## **POLICY 7: FINANCIAL (con't)**

### **7.2 Local Trustees**

#### **7.2.1 Financial and Accounting Records**

The Treasurer/ Chair shall act as trustees for all funds of the Local and of all other assets of the Local. He/she shall administer them in accordance with the direction of the Local Council and be responsible for all accounting and financial records of the Local.

**All financial records requiring disposal are to be submitted to Headquarters on an annual basis for ultimate disposal as appropriate as per P.E. Policy 5-9. (See Appendix)**

### **7.3 Membership**

#### **7.3.1 Finance Committee**

- (a) The Finance Committee shall be chaired by the Treasurer. The members of the Committee shall be elected by Local Council. The Committee shall consist of not less than three (3) Council members up to a maximum of five (5) Council members.
- (b) Quorum for any such meeting shall be three (3).

### **7.4 Audits and Financial Reports**

#### **7.4.1 Annual Review**

When the Treasurer is advised by the Union Headquarters of the annual review for the Local books, he/she or his/her designee shall ensure delivery of the requested information as expeditiously as possible. (Provincial Executive Policy 5-11 See Appendix)

**The Treasurer will advise the Local Chair when audit is complete.**

#### **7.4.2 Fiscal Year**

The fiscal year shall end on the last day of June of each year.

#### **7.4.3 Financial Reports**

A financial report shall be presented by the Treasurer or his/her designee at all regularly scheduled Council Meetings.

#### **7.4.4 Budget**

- (a) The Finance Committee shall prepare an annual budget for presentation and adoption at the annual meeting of the Local. This adopted budget may be revised at any time before the last day of October, with Council's agreement. The original adopted budget shall be promptly forwarded to the Executive Secretary/Treasurer of the Union no later than August 1<sup>st</sup>. Any revisions shall also be promptly forwarded after acceptance by Council.
- (b) A Chapter budget shall be approved at the annual general meeting of the Chapter and shall be forwarded to the Finance Committee of the Local for approval. Chapters will have an account that will have a balance of \$800.00 to conduct yearly business, including the chapter AGM. If yearly business exceeds \$800.00 then the

## **POLICY 7: FINANCIAL (con't)**

### **7.4 Audits and Financial Reports (con't)**

#### **7.4.4 Budget (con't)**

chapter executive may submit a supplemental funding request to the Finance Committee for consideration.

Meeting room costs, travel expenses and other related expenses will be forwarded to Local Treasurer with appropriate receipts.

### **7.5 Financial Obligations For Travel and Subsistence**

#### **7.5.1 Expense Claims**

- (a) The expense claim form shall bear the claimant's signature and be accompanied by receipts and vouchers. Claims shall contain all substantiating information including membership number with dates, details of expenses incurred etc.
- (c) All expense claims shall be submitted directly to the Treasurer on the appropriate expense claim forms provided.
- (d) All expense claims shall be submitted to the Treasurer within thirty (30) days of the expense being incurred.

#### **7.5.2 Travel and Subsistence Claims**

- (a) The Local shall be responsible for all travel and subsistence claims that are not the responsibility of the Chapter or HQ for any member going to a Convention, Seminar or other meeting approved by Council.
- (b) All expenses will be reimbursed in accordance with AUPE Provincial Policies and Procedures 5-17, 5-18 and 5-19. (See Appendix)

#### **7.5.3 Reimbursements of Salaries**

- (a) A member who is on authorized absence in order to carry out Local business shall have his/her salary reimbursed in accordance with the applicable Collective Agreement.
- (b) Where a member receives authorization for a leave of absence, a copy of the time-off form shall be forwarded to the Local AUPE office by the member concerned.

#### **Accommodations**

- (a) All members shall have the option of single accommodations (where possible) for all Union Business. If Headquarters is booking the rooms for shared accommodations, indicate that Local 5 will pay the difference. (PE Policy 3-9-1 See Appendix)
- (b) The Local will pay for accommodations for members who are within 50km for Convention and Negotiation purposes.

**POLICY 7: FINANCIAL (con't)**

- (c) Direct billing of accommodations shall only be allowed when the Chair has made special arrangements with the hotel before the event.
- (d) All other accommodation expenses shall be paid by the member and claimed on the appropriate expense form. If this causes hardship, members should apply for a travel advance. (Local 5 Policy 7.5.11 or P.E. Policy 5-14 See Appendix)
- (e) Members are encouraged to stay in hotels/motels recommended by the Union.
- (f) Out of town Local 5 Council members who travel (more than 2 hours), whom so request, will be allotted one (1) extra night for accommodations. E.g. Due to inclement weather, winter driving, fog, rain, meeting goes late. etc. when attending AUPE functions in accordance with the AUPE Policy and Procedure Manual.

**Note: Annual Convention and negotiation expenses are reimbursed by the AUPE Headquarters and as such may fall under different guidelines. Please check with Headquarters if you have any questions.**

**7.5.5 Meal Allowances While Travelling On Union Business**

- (a) Where a member/representative is away from his/her home location, he/she is entitled to reimbursements for the costs incurred for meals, as per current member expense claim regulations.
- (b) Meals/expenses are not to be claimed in those cases where the meal is already provided at Union expense or when the member/representative is in his/her home location except under special circumstances which must be fully explained and approved by the Local Chair or Finance Committee.

**7.5.6 Authorized Travel Expenses**

- (a) All travel on Union business that is reimbursed by the Local shall be authorized by the Treasurer or Finance Committee
- (b) No reimbursement shall be made for any expenses incurred where the appropriate authorization has not been obtained unless approved by the Executive Committee.
- (c) A member representative shall be reimbursed for the actual cost incurred for travel by public transportation (i.e. taxi, bus). Receipts must be attached to the expense claim form.
- (d) Where a member uses his/her private vehicle for travelling on Union business, he/she may claim for such travel as per expense claim. The total mileage and destination points are to be indicated on the expense claim form. **Members travelling together by one vehicle may only submit one claim for mileage.**
- (e) Any inquiries as to expense claims shall be directed to the Treasurer.
- (f) Any disputes as to expense claims shall be directed to the Chair/Finance Committee.

## **POLICY 7: FINANCIAL (con't)**

### **7.5.7 Child Care**

Childcare expenses will be reimbursed when AUPE members are attending a union meeting in accordance with P.E. Policy 5-20. (See Appendix)

### **7.5.8 Extraordinary Expenses**

Any claim for extraordinary or unusual expenses not otherwise provided for must be receipted and accompanied by full explanation and substantiating details. Such expenses must receive the prior authorization of the Chair/Finance Committee before being incurred. (P.E. Policy 5-22 See Appendix)

### **7.5.9 Personal Effects**

No reimbursement shall be made for the loss or damage to personal effects or for other personal expenses unless approved by Council. (P.E. Policy 5-23 See Appendix)

### **7.5.10 Expense Cheques**

- (a) All expense cheques issued by the Local shall be cashed within thirty (30) days of receipt.
- (b) Where applicable, the Treasurer will issue cheques to members at the meetings or functions of Local 5.

### **7.5.11 Advancement of Money**

If a member requires an advancement to attend a Local 5 function, it must be submitted on the appropriate form to the Local Chair/ Finance Committee at least two (2) weeks prior to the date required. Local Chair/Finance Committee will approve and have the Treasurer issue the cheque to the member. (P.E. Policy 5-14 See Appendix)

### **7.5.12 Honorariums**

The executive members of Local Council (Chair, Vice-Chair, Secretary, Treasurer) will be paid a honorariums of \$20.00 per month, payable once a year at the AGM.

## **7.6 Financial Obligations for Local Expenses**

### **7.6.1 Capital Expenditures**

- (a) All capital expenditures must be approved by the Finance Committee. Expenditures above five hundred dollars (\$500.00) must be brought to Council for approval.
- (b) All expenses incurred by the Treasurer will be signed off by the Local Chair. Any dispute will be brought to Executive/Finance Committee.
- (c) Membership expenses incurred at Chapter level must be signed off by Chapter Chair/designate.

### **7.6.2 Stationary and Supplies**

The costs shall be reimbursed upon production of receipts.

**POLICY 7: FINANCIAL (con't)**

**7.6.3 Local 5 Property (Computer, Cell Phone etc)**

- (a) All Local 5 property (binders, briefcases, information etc.) shall be forwarded to the new Chapter/Local Executive member after each election.
- (b) Items purchased by Local 5 will remain with the Chair/Executive until such time as there is no need for it. Items that are no longer in use will then be disposed of as per Local Council decision. It will no longer be the property or the responsibility of Local 5.

**7.6.4 Chapter A.G.M.**

- (a) The Local Chair with written request, will attend Chapter A.G.M. and/or meetings when possible at Local expense pending availability of funds. All expenses will be paid according to Local 5 policies.
- (b) A Vice Chair or Executive Designate will be asked to attend if Chair is unable to attend.

**POLICY 8: GUESTS**

**DATE: April 30, 2004**

**8.1 Guests to Council Meetings**

- 8.1.1** All guests to Council, who will be making a request for financial or other support from the Council, will have the nature of their request published on the agenda, except in cases of extreme emergency.
- 8.1.2** PE Reps or other Staff from AUPE that want to attend Local 5 Council meeting or other functions must be invited or request to attend. A specific topic will be addressed. The guest will be given a time for presenting and then asked to leave while Local business is dealt with.
- 8.1.3** The President, Vice-President, Manager or Treasurer are welcomed at all times and will be given appropriate time to discuss Union business.