



Alberta Union of Provincial Employees

Local 71

**POLICIES AND
PROCEDURES MANUAL**

May 17, 2017

THIS PAGE INTENTIONALLY LEFT BLANK

**POLICIES AND PROCEDURES
LOCAL 71
ALBERTA UNION OF PROVINCIAL EMPLOYEES**

TERMS OF REFERENCE:

- 1) Finance Committee of Local shall consist of six (6) members to be elected at Local Council AGM on election year.

Finance Committee shall choose an elected Finance committee member to hold an electronic set of financial records for the purpose of backup documentation.

- 2) The Finance Committee shall:
 - a) Make recommendations for the proper administration of the finances of the Local
 - b) Ensure that a proper and complete record of the financial affairs of the Local is 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) Recommend to the Local Council, the transfer of budget allocations
 - f) Make recommendations to the Local Council with respect to the funding of components
 - g) Ensure financial statements are provided at each Local Council meeting
 - h) Make recommendations to the Local Council in respect to methods of financing and investments of the Local's funds
 - i) Review budgets of components, and where required approve, amend, or reject those budgets, and where appropriate, make recommendations to a component concerning its budget
 - j) Review the proposed annual budget of the Local as presented by the Treasurer and may amend or modify that budget
 - k) Present through its Chair, a proposed annual budget for the Local to the Local AGM

- l) Review major expenditures which are not provided for in the annual budget
- 3) Operating Funds:
- a) Operating funds for each Chapter will where practicable equal that amount of the Chapter budget approved by the Local Council. The total of expenditures on behalf of the Chapters shall not exceed 25% of the Local revenue received.
 - b) 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 31st. Please use the Chapter Financing form. These funds shall not exceed the Chapter budget as approved by Local Council. 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.
 - c) When a chapter has a bank account(s) the maximum balance cannot exceed the annual disbursement from the local.

Expenses exceeding these amounts shall be reimbursed by the Local. All expenses must be properly receipted. These original receipts must be turned in with the Chapter Financing form to the Local Treasurer.

- d) The formula for Chapter funding shall be prorated as follows:

001 - 100 members	\$2470.00	per fiscal year.
101 - 200 members	\$2800.00	per fiscal year.
201 - 300 members	\$3130.00	per fiscal year.
301 - 400 members	\$3460.00	per fiscal year.
401 - 500 members	\$3775.00	per fiscal year.

Membership average is based on Headquarter count.

- e) The Local Executive shall have the power to approve non-budgeted expenses as requested. Approval shall be made by a vote that would require 50% + 1 to be approved. 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.
- f) 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.

These urgent non-budgeted expenses shall be considered by the Local Executive on a case-by-case basis. Approval shall be made by a vote that would require 50% + 1 to be approved. 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) Purchases over \$5,000.00 are to be considered as Capital Assets. All purchases below \$5,000.00 are to be recorded as a onetime expense.
- h) All year end journal entries are placed in the General Ledger which in Quicken is the chequing account.
- i) For those who desire to let their name stand for a position on the Union Executive the Local will set an amount in the Proposed Budget at the Annual General Meeting to be divided equally among all candidates of Local. To receive funding from this policy the candidate(s) need to declare to the Local Executive 45 days prior to Convention. No candidate shall receive more than \$1,000.00.
- j) Members running for political office outside of AUPE will not be financially supported by Local. Members are encouraged to seek financial support from the larger Union (Committee On Political Action [COPA] etc.).

4A) Financial Expense Responsibilities:

LOCAL RESPONSIBILITY:

- a) Local Council meetings and related expenses;
- b) Local Executive meeting expenses;
- c) Local Sub-Finance Committee meeting and related expenses;
- d) Local seminars held by the Local;
- e) AUPE Annual Convention – Local Observers only;
- f) Any expense or purchase of the Local that is paid by Headquarters on behalf of the Local:
 - i) Time-offs required for Local or Chapter business, where the Local will be required to pay the time-off, must be requested through the Local Treasurer. The Treasurer will provide authorization to HQ based on the Local Executive's vote.

- g) For the Education Sector Conference each Chapter may send up to two [2] members.
- h) Travel and Subsistence:
- i) Utilize AUPE Headquarters Member Expense Claim
 - ii) When a Local 071 member is on Union business the Local will pick up the cost of single room accommodation for that member.
 - iii) A miscellaneous overnight expense of \$10.00 for each overnight away from the member's place of residence shall be paid.
- i) Chapter Annual General Meeting – Each Chapter will receive \$30 per attending member towards cost of meal and other related AGM expenses. Attendance sheets will be forwarded to Local Treasurer for reimbursement.
- j) Local will not reimburse for the cost of alcohol.
- k) Elder Care / Special Needs provisions will be made if you are the primary care giver of the dependent. This dependent must reside in the claimant's home. Where the claimant incurs expenses, i.e. to attend a meeting for official AUPE business, prior authorization must be received from the Local Chair or Local Treasurer. Rates will be reimbursed for actual expenses for care, accompanied by an original invoice / receipt from the service provider. For example, if home care services are required, an original invoice / receipt will be required and must contain the following:
- Name of claimant
 - Name of dependent
 - Date and time – hours of required care
 - Name of provider / agency
 - Hourly rate / daily rate
- l) An expenditure in excess of \$1,499.00 must receive prior approval from Local Executive and the invoice must be forwarded to the Local Treasurer for direct payment; except for Annual General Meetings [AGM].
- m) Convention Delegates – Each Chapter 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. And chapters with less than one hundred members will not go into the draw for the remaining credentials allotted to the Local.

4B) Chapter Responsibility:

- a) Room rental — where possible Chapters are encouraged to use work site facilities that are normally offered at minimal or no charge
- b) Notices and Postage
- c) Dinner meetings
- d) Bank charges
- e) Telephone and Fax charges
- f) Gifts and Donations
- g) Social functions
- h) Endowments, scholarships and bursaries
- i) Charges incurred by the Local as a result of no show Council Reps will be billed to the Chapter.
- j) Travel and Subsistence and time off for Chapter meetings with prior notification to the Chapter Treasurer.
- k) Retirement pins: AUPE Retirement Pins and a letter from the President are to be made available for presentation to a retiring member upon request by a Chapter Executive member. All costs are to be borne by the Chapter.

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

5) Local 71 Life Membership Policy

Rationale: To provide appropriate recognition to Local members who have contributed greatly to the support, continuous and/or betterment of the Local, its membership, and its goals.

Procedures

- a) Individuals who meet the following criteria may be nominated for Local membership:

- i. AUPE member for at least twelve (12) years,
- ii. Local member for at least seven (7) years with consideration,
- iii. Nominees must have provided contribution to Local on a Local, provincial or chapter basis in three (3) or more of the following:
 - Served as executive officer of the Local, Chapter or Area Council,
 - Served as member of 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 recommendations.
- d) The Local Council member receiving submissions should forward them to Council Executive for inclusion in the agenda for the next Council meeting.
- e) Submissions shall be duly addressed at the 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 Executive in person or by mail when they have been granted life membership.
- g) Local shall formally recognize and grant Official Life Membership by inviting recipients to attend, with significant other, a specified meeting or Union function, at Local expense.
- h) LIFE MEMBERSHIP PRIVILEGES

Life Members shall be granted the privilege of attending any Local 71 meeting or function, at their own expense. They will be required to provide notice of attendance to the Local Chairperson.

6) Attendance

a) Absence

Constitution 20.07 – any member of the Local Council Component who fails to attend three (3) consecutive meetings of the component without just cause shall be deemed to have resigned.

b) No Show Policy

Any member that has registered to attend (or is attending) an AUPE event, course or training and has to cancel (or leave), must give prior notification to the event coordinator.

If you are a no show for an AUPE event, course or training the appropriate Chapter will be billed for all expenses incurred to Local.

If you are in attendance at an AUPE event, course or training and leave prematurely, without giving notice or explanation of your absence, then the

Local has the right to bill the member's Chapter for all expenses incurred to the Local during such time that you were absent.

Should this situation arise, all persons involved will be consulted by a member of the Local Executive. The Local Executive will be the body to decide if the absence is that of an excusable nature.

Consideration will be given to extenuating circumstances.

7) Local Executive Recognition/Appreciation Gift

At the end of their term, each Local Executive member will each receive a recognition/appreciation gift not to exceed \$500.00 (Receipt(s) to be provided). All Executive are expected to attend and participate in all scheduled Local Council / Local Executive meetings. Exceptions are to be approved by the Finance Committee.

AUPE LOCAL 71-_____

[Chapter Treasurers may customize for individual chapter use]

Information taken from:

Name: _____

Phone Number: _____

Illness: _____

Bereavement: _____

Adoption/Birth Girl / Boy: _____

Retirement: _____

Other: _____

Special Instructions: Flowers or Donation or Gift

AUPE Member Information:

Name: _____

Address: _____

Phone Number: _____

Donation Information:

Organization: _____

Address: _____

Paid _____ Date _____ Cheque # _____

THE ALBERTA UNION OF PROVINCIAL EMPLOYEES

LOCAL 71 CHAPTER _____

JULY 1, 20____-- JUNE 30, 20____PROPOSED BUDGET

SUPPLIES (stationary, ledger, binders, staples etc.) \$ _____

MEETINGS (other than Annual General Meeting)
(approximate number of meetings to be held during the year) _____

Room Rentals..... \$ _____

Notices and Postage \$ _____

Refreshments \$ _____

Dinner Meetings \$ _____

Mileage..... \$ _____

Bank Charges..... \$ _____

_____..... \$ _____

_____..... \$ _____

_____..... \$ _____ \$ _____

ANNUAL GENERAL MEETING (received \$30 per attending member) \$ _____

TOTAL EXPENSES \$ _____

The balance in the Bank Account at _____ was \$ _____
(Date)

This budget was approved by Chapter _____ at its Annual General Meeting held on _____ by a motion duly made, seconded & carried.

(Chapter Chair)

(Chapter Secretary/Treasurer)

(Date)

(Date)

PLEASE MAIL THIS BUDGET TOGETHER WITH THE MINUTES OF THE ANNUAL GENERAL MEETING TO THE LOCAL COUNCIL SECRETARY and LOCAL TREASURER

CHAPTER _____ FINANCING

Disbursement Request

DATE: _____

List Expenses [Minutes/Original Receipts must be attached]

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total Expenses	\$	_____

List Deposits [with explanation]

_____	\$	_____
_____	\$	_____
Total Deposits	\$	_____

BANK BALANCE [Original Bank Statement(s) must be attached] \$ _____

AMOUNT REQUESTED \$ _____

Treasurer: _____
Name (Please Print)

Signature

Address

City

Postal Code

Local Treasurer:

Karl Marten, Lethbridge College
3000 College Drive S.
Lethbridge, AB T1K 1L6
Or
1212 – 42 Avenue N
Lethbridge, AB T1H6B2

Email: Treasurer71@Outlook.com or
karl.marten@lethbridgecollege.ca

For Local Use Only

Number: _____

Date: _____

Amount: _____

Approved by: _____

NOTE: Please (1) scan all documents and email them to the treasurer and then (2) send the originals. (3) Please keep a copy of this completed form and all documentation for your Chapter records.