

**Alberta Union of Provincial Employees**

**Local 039**

**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 039 in a clear and consistent manner. Pursuant to the AUPE Constitution, "Article 3 – Objectives", Local 039 was established to facilitate collective bargaining and contract administration specific to AUPE Members employed by SAIT Polytechnic. (Southern Alberta Institute of Technology)

### 1.1 **Jurisdiction**

These Policies and Procedures must conform to the Constitution of the Alberta Union of Provincial Employees, the Local 039 Collective Agreement, and all applicable federal and provincial laws and statutes. Articles within this document apply only to Members of AUPE Local 039. Where an article is found to be contrary to the conformance required above, the Council will have the authority to substitute a provision or provisions. Any such substitution shall be valid only until the next general Membership meeting and such substitution shall be brought forward to that meeting for a vote.

### 1.2 **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 general Membership meeting where the motion is made. All amendments shall take effect immediately upon adoption unless otherwise specified within the motion.

### 1.3 **Code of Conduct**

As per AUPE Constitution, Section D.

### 1.4 **Administration**

Local 039 is governed by a Council that is elected by and from its Membership at the election 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.

The Council consists of; the Local Executive, and Union Stewards with voice and vote; and the elected positions of Board of Governor's Representative, Academic Council Representative, Education Sector Representative, Education Sector Alternative, Provincial Executive Provincial Executive Alternative, Negotiating Committee Chair, Health Safety and Environmental Representative, Calgary Area Council Representative and the Hays Survey Representative with voice and no vote. Council meets at the call of the Chair, no less than 4 times a year. Guests may attend at the discretion of the Chair with voice but no vote.

The Executive consists of the Chair, Vice-Chair, Secretary, Treasurer, and Provincial Executive Representative with voice and vote, and Chief Steward with voice and no vote.

#### 1.4.1 **Meetings**

##### **A. Ground rules for meetings:**

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

##### **B. Executive/Council/Committee Meetings**

###### **Attendance**

Executive, Council and Committee Representatives are expected to attend all Meetings. It is the individual Executive, Council and Committee representative Member's responsibility to contact the Secretary of the Local to confirm his/her attendance to the meeting.

When two (2) consecutive meetings have been missed by an Executive, Council or Committee Representative and no notice has been given, the Secretary of the Local will write a letter to the Representative informing the Representative that should the next meeting be missed without notice, the Representative will have vacated their Executive, Council or Committee seat.

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

If a vacancy occurs the Council shall elect a Council Member to the interim position until the next general meeting at which time the vacancy will be filled.

When preparing the meeting minutes, the Secretary shall list the following:

- a) Council Members present at the meeting
- b) Council Members absent with regrets
- c) Council Members absent without notice
- d) Removal from Executive, Council and Committee

##### **C. Confidentiality**

- a) Council Members will keep confidential information that is known because of their involvement in Council business.
- b) These matters will be kept confidential unless otherwise authorized by simple majority vote of the Council.
- c) The confidentiality requirement applies while the individual is an AUPE Member.

#### **D. Notice of meetings**

Prior to each meeting, the Secretary will communicate the time, date, place, agenda, minutes to all appropriate Members and the MSO (Member Services Office).

#### **E. AGM (Annual General Meeting)**

The Local must hold its AGM no later than May 31 of each year. The Executive is elected in alternative years. Members who wish to run for election but are unable to attend the AGM must communicate to MSO or 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.

#### **F. GM (General Meeting)**

The Local must hold a GM each year. In the same election year as the Executives, and will elect the following positions at the GM:

- a) Health and Safety Representative
- b) Finance/Donations committee
- c) Hay Survey Representative
- d) Social Committee

#### **G. Executive Meetings**

As described in the AUPE Constitution.

The Chair will call meetings of the Executive prior to each Council meeting

The Chair can also call Executive meetings as deemed necessary.

All Committee and Executive reports are to be submitted to the Local Secretary at least one week prior to the meeting for inclusion in the agenda package. The reports should detail as much information as necessary for the Members to be fully aware of the issues and/or actions. Presentation of reports at the Meeting should be limited to highlighting specific topics rather than reading the full report.

Quorum for Local Executive will be 50% plus 1.

All meetings shall follow the Rules of Order contained within the AUPE Constitution.

Minutes of each meeting shall be kept and circulated within four weeks following the meeting or at the request of the Chair, to serve as a reminder for actions required prior to the next meeting.

### **1.5 Communications**

Clear and concise communications are essential tools to the effective and successful operation of the Local. Such communications must be of a positive nature to enhance the image and disburse critical information to the Membership.

The Local Collective Agreement provides for the distribution of information through the most effective means. The text of such information to be posted on the SAIT site

shall be submitted to Human Resources for approval prior to posting. The decision shall be provided within 24 hours. The Chair shall be the official representative of the Local in requesting permission. No Local information is to be posted without the knowledge and approval of the Chair.

Agenda of AGM and GM shall be distributed by SAIT email after permission is given by Human Resources and at least be posted on the Local 039 website and bulletin boards by the designated person at least seven workdays prior to the meeting. All postings will be in such a manner as to ensure the best possible awareness and will follow the requirements of the Collective Agreement.

Information may also be available on the Local 039 website posting and distributed Member's home email.

## **2. COMPONENT OFFICERS**

### **Job Descriptions: Officers**

#### **A. Chair**

- a) supervises the affairs of the Local
- b) is a signing officer of the Local
- c) signs all official correspondence
- d) facilitates meetings of Council and the Executive or assigns that task to the Vice-Chair or another person
- e) can assign specific duties to the Vice-Chair
- f) can delegate work to other Members, but is ultimately responsible for the work
- g) calls meetings of the Executive at least 4 times a year and can call meetings of the Council at least 4 times a year
- h) prepares Agendas for Council and Executive meetings with input from other Officers
- i) presents a report of activities since the last meeting
- j) keeps in touch with Regional Office and AUPE Headquarters as resources in dealing with important issues
- k) can create Ad Hoc committees to deal with one-time, specific issues
- l) provides interpretation of the Constitution as it relates to the affairs of the Local
- m) is deemed a nominated Union Steward and worksite contact
- n) Headquarters will provide the Chair with Convention packages. The Chair will prepare a pre-convention package for each delegate this will include: Convention Call, information sheets, and the delegate's copy of their credential. The Chair shall ensure that the Headquarter copies of the credentials are submitted in a timely fashion prior to the deadline
- o) works closely with other Members of the Executive
- p) passes on all pertaining notes to the next duly elected Chair when he/she takes office.

#### **B. Vice-Chair**

- a) assists the Chair in the execution of the Chair's duties and acts on the Chair's behalf when so authorized and in the Chair's absence
- b) carries out duties assigned by Chair

- c) can be assigned to Chair any committees for the Chair, answer correspondence or set up meetings
- d) can be a signing officer of the Local
- e) is deemed a nominated Union Steward and worksite contact
- f) works closely with other Members of the Executive
- g) becomes Acting Chairperson in the Chairperson's temporary absence or in case of the Chairperson's inability to perform duties of Chair
- h) passes on all pertaining notes to the next duly elected person when he/she takes office

### **C. Secretary**

- a) is the Administrative Officer of the Local
- b) can be a signing officer of the Local
- c) is provided with a laptop to assist in fulfilling duties
- d) is deemed a nominated Union Steward and worksite contact
- e) works closely with other Members of the Executive
- f) ensures that all duties and responsibilities of the secretary as described in the *Table officer Handbook* are carried out
- g) completes routine correspondence on behalf of the Local using AUPE letterhead and maintains records pertaining to the Council and Executive
- h) communicates with Council Reps on behalf of the Executive
- i) ensures that accurate minutes of all meetings of the Council and Executive are taken, transcribed and distributed as required, and that all Council and AGM minutes are sent to AUPE Headquarters
- j) ensures contents of the minutes are noted as described in the *TableOfficer Handbook* and that draft Council minutes are included in meeting notice packages.
- k) informs the Membership and MSO about planned events
- l) maintains a list of the Local's life Members
- m) files and reports should be up-to-date before handing over to the next duly elected Secretary when he/she takes office
- n) hands over all equipment to the next duly elected Secretary when he/she takes office

*\*A Table Officer Handbook should be provided when a Member is new to this position.*

### **D. Treasurer**

- a) is Financial Officer of the Local
- b) is Chair of the Finance Committee
- c) is provided with a laptop to assist in fulfilling duties
- d) maintains and is responsible for all financial and accounting documents and records of the Local
- e) prepares an annual financial statement of the affairs of the Local and provides it to the AUPE Executive Secretary-Treasurer for review or audit, ensure delivery of the requested information as expeditiously as possible.
- f) prepares a draft annual budget in consultation with the (Finance Committee) and other Executive Members for presentation to the Local's AGM
- g) prepares financial statements, write cheques, etc.
- h) ensures that all disbursements are made by cheque

- i) is a signing officer of the Local
- j) is the principal signatory on the Local cheques
- k) ensures that no blank cheques are signed
- l) presents a written financial statement at each Council meeting
- m) if and when the Local 039 change banks the Treasurer should make sure all monies are transferred from the old accounts to the new accounts
- n) presents up to date budget report at the General Meeting
- o) helps with the implementation of special events
- p) is deemed a nominated Union Steward and worksite contact
- q) works closely with other Members of the Executive
- r) 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 wishes of the Executive and Council and be responsible for all accounting and financial records of the Local
- s) files, reports and records should be up-to-date before handing over to the next duly elected Treasurer when they take office
- t) all Treasurer equipments should be handed over at the same time as the reports and records

#### **E. Chief Steward**

- a) is a Union Steward and worksite contact
- b) is elected by the Union Stewards
- c) is elected in the same election year as that of the President of the Union
- d) chairs the Steward meetings
- e) is the coordinator of Steward activities for the Local
- f) prior to negotiations compile a list of Member issues with the local's stewards
- g) maintains active liaison with AUPE Headquarters
- h) works closely with other Members of the Executive
- i) files, reports and records should be up-to-date before handing over to the next duly elected Chief Steward when they take office

#### **F. Stewards**

Union Stewards are the official representative of the Union at the worksite. Union Steward status must be formalized by completion of a Level 1 Union Steward course prior to taking an active role. The Union Steward shall notify the Chief Steward of any and all worksite issues undertaken in a timely manner.

In preparation for bargaining of the collective agreement, the Union Stewards to recommend amendments and identify areas of concerns brought to their attention to the Local's Negotiating Committee.

#### **G. PE Member**

- a) attends PE meetings
- b) after consultation with the Chair, provides a written summary report at least once a year to the President and PE about the operations of the Local
- c) provides a written report at least 3 times a year to the Members of Council regarding the work of PE
- d) attends the AUPE Convention as a delegate of right
- e) presents any concerns of the Local to PE
- f) is deemed a nominated Union Steward and worksite contact

**H. Alternate PE Member**

- a) attends the Calgary meetings of PE at the expense of the Local
- b) acts with voice and vote in the absence of the PE Member at PE and Council meetings and at Convention
- c) in the event that both the PE Member and Alternate are unable to attend a PE meeting, a Member of the Executive with notification to the President, can attend with both voice and vote
- d) is a worksite contact

**I. Health and Safety Representative**

- a) attends the SAIT meetings plus should attend Labour School and AUPE courses
- b) submits a report to the Council and General Membership meetings on Health and Safety at SAIT
- d) is a worksite contact

**J. Education Sector Representative**

- a) assists in planning Education Sector Conference
- b) prepares a report for council and Membership meetings on activities of Ed. Sector
- c) shares and report information about concerns of other Ed. Sector Members
- d) is a worksite contact

**K. Alternate Ed. Sector Representative**

The same duties as the Ed. Sector Representative if they have to be the interim Rep.

- a) assists in planning Education Sector Conference
- b) shares and report information about concerns of other Ed. Sector Members.
- c) is a worksite contact

**L. Hays Survey Representative**

- a) attends meetings of SAIT Management Hays report
- b) prepares a report for Council and General Membership meetings
- c) is a worksite contact

**M. Board of Governor's Representative**

- a) attends meetings and conferences of the Board of Governors of SAIT
- b) prepares a report for Council and General Membership meetings
- c) is a worksite contact

**N. Academic Council Representative**

- a) attends meetings of the Academic Council at SAIT
- b) prepares a report for Council and General Membership meetings
- c) is a worksite contact

**O. Area Council Representative**

- a) attends monthly meetings of the Calgary Area Council
- b) assists in planning and implementation of social events with Calgary Area Council

**P. Finance / Donations Committee Representatives**

- a) the Committee shall be comprised of the Treasurer and 2 Members of the Local elected at a GM
- b) works with the Treasurer to prepare an annual budget for presentation to the AGM
- c) considers and makes recommendations to motions sent to the Committee from Council
- d) meets when deemed necessary at the call of the Treasurer
- e) the Committee shall establish and maintain guidelines for donations made by the Local for review and make recommendations for approval at the Council
- f) all requests for donations must be approved by Council
- g) where a decision must be made on an urgent basis, the Committee will submit a recommendation to the Chair for consideration
- h) total amount given in a fiscal year should not exceed the budgeted amount

**Q. Social Committee**

The Social Committee is established to coordinate and monitor the social activities of the Local

**3. LOCAL EXECUTIVE**

Executive Members who are required to attend relevant meetings away from the worksite, this will be done at local expense. Should any questions be raised regarding Local policies and procedures, the AUPE Constitution shall be used as a reference.

With the exception of the Negotiations Committee, a Member of the Executive will be appointed to each Committee of the Local as a liaison to ensure the Executive remains aware of committee activities.

All Members on the Council must take the Introduction to the Union Course and be a worksite contact.

Executive Members are remunerated on a per diem basis of \$5.00 per day. Where an Executive Member holds more than one position on the Executive, they shall only be entitled to receive remuneration for one position.

**4. LOCAL COUNCIL**

Local Members are welcome to attend Council meetings and may speak, with the approval of the Chair, but only the Executive and Stewards shall have voting rights. Council shall meet no fewer than 4 times a year.

A Council Member will attend SAIT Orientation sessions for new employees providing them with an AUPE Orientation package and request that a new Member card be completed and signed. Signed cards are forwarded to the MSO.

**5. SPECIAL MEETINGS**

Special meetings may be called for the purpose of negotiation updates, ratification votes, or at the request of the Members. Where a ratification vote is being held, the Local Secretary will obtain a current list of Local Members from AUPE Headquarters for

verification of voting eligibility. If a Member's name does not appear on the list, he or she will be asked to complete and sign a new Member card prior to joining the meeting.

## 6. **COMMITTEES**

### 6.1 **Local Committees**

Local 039 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 Executive or the Council or at a General Membership meeting. Each committee shall have a defined mandate and, at its inception, develop Terms of Reference for approval by the establishing body. Committees, other than those required by the Constitution, may be disbanded when their purpose has been achieved or is no longer valid.

#### 6.1.2 **Finance / Donations**

The AUPE Constitution, section 21.03(C), requires the Local to elect a Finance Sub-Committee among its Members at the General Meeting. The Finance Committee shall consist of up to three Members including the Treasurer. The term for Members on this committee shall be two years. The positions shall be elected during an election year or at other such time as a position becomes vacant.

#### ***Financial Agreement Prohibited***

No elected representative or employee of the Local may lend, borrow, or similarly enter into financial agreement for personal gain with the Local or its committees.

The approved Donation Guidelines are detailed in Appendix A.

#### 6.1.3 **Negotiations**

The AUPE Constitution requires that a Negotiating Committee be elected by and from the general Membership at a meeting held at least four months prior to the expiry date of the contract to allow adequate time for preparation. The Committee will be made up of three Members and at least four alternates.

- a) alternates to the Committee will be present at the preparation meetings at the cost of the Local
- b) the Committee shall elect a Chair from among its three regular Members
- c) the Committee will be responsible for reporting the progress of bargaining to the Membership
- d) the Committee will present any tentative agreement to the Membership for information prior to the ratification meeting

#### 6.1.4 **Social**

The Social Committee is established to coordinate and monitor the social activities of the Local.

- a) Membership is open to all Local Members, with no restriction on

- numbers, who shall elect from amongst themselves a Chair and Vice-Chair
- b) input from Members will be solicited for the planning of social events
  - c) Committee Members will serve as the primary volunteers for the planning and execution of functions
  - d) The Committee will ensure fiscal responsibility by presenting a budget to the Finance / Donations committee
  - e) provide the Treasurer with a preliminary budget and receipts.
  - f) the Committee will meet on an as needed basis

## 6.2 **Joint Committees**

Joint Committees are established through the Collective Agreement or by mutual agreement with the SAIT Senior Executive.

### 6.2.1 **Employee-Management Advisory (EMAC)**

As outlined in the Collective Agreement, three Local Members serve on this committee and meet with an equal number of representatives of the employer. The Chair, Chair of the Negotiation Committee, and Chief Steward shall automatically attend EMAC. The Committee may meet every month to review, discuss and recommend matters referred by or of concern to either party. EMAC is co-chaired by one of the Local representatives and one appointed by the employer.

### 6.2.2 **Joint Executive**

This committee was created through mutual agreement and is attended by SAIT's Senior Executive and the Local Executive to discuss issues of mutual concern.

### 6.2.3 **Health, Safety and Environment**

The Local participate in the SAIT HS&E Program through the election of one representative to the Joint HS&E Committee which is subject to the Health and Safety Act and Regulations. The Local representative shall report to the AGM and GM on the activities of this committee, and shall attend the AUPE Occupational Health and Safety Conference.

## 7. **HEADQUARTERS SPONSORED EVENTS**

### 7.1 **AUPE Convention**

The Local representation is determined in the AUPE Constitution.

Members are eligible to seek delegate status for conventions through nomination at the AGM. Where an election is held, Members accepting nomination who are not elected shall be listed as alternates and ranked from the greatest to the least number of votes.

Each Member shall attend every session of the function to which they were elected unless they are on a Union Committee and their presence is required elsewhere for a portion of the time. In such instances, the Member shall notify the Local Chair of

the reason for the absence.

If the delegate is unable to attend, the first available alternate in order of ranking shall be upgraded to delegate status. In the event Local 039 is unable to fill its full allocation of credentials from Members or alternates properly elected at the Annual General Meeting, that credential will be forfeited.

At the completion of Convention, the rooms for the following year should be booked by the Chair.

## 7.2 **Labour School**

Executive and Council Members who meet the criteria to attend Labour School are encouraged to fill out the appropriate application form and submit it to the Chair

Members attending Convention, a conference, seminar or Labour School shall submit to the Council either as a group or individually, a written report within sixty days of the conclusion of the function detailing the activities, decisions and directions of the event as it pertains to the Local.

## 8. **AFFILIATIONS**

### 8.1 **SAIT's Board of Governors**

Through the Technical Institutes Act, one non-academic Member is entitled to serve on the Board as a full voting Member. Appointment of the nominee is solely at the decision of the Minister of Alberta Learning, but an agreement was made at the inception of the Board that elections would be held by the Local to fill this position. The name of the elected nominee is submitted by letter from the Local Chair to the Secretary of the Board of Governors of SAIT who will submit the application to the Minister of Alberta Learning for consideration. Upon election of this position, it is suggested that the Member complete the Introduction to the Union course. The appointee is expected to remain in close contact with the Council to ensure they are taking forward the concerns of the Members.

### 8.2 **Academic Council Representative**

Through the Technical Institutes Act, one non-academic Member is entitled to serve on Academic Council as a full voting Member. Upon election of this position, it is suggested that the Member complete the Introduction to the Union course. The appointee is expected to remain in close contact with the Council.

### 8.3 **AUPE Calgary Area Council**

Area Councils are the social arm of AUPE and have a mandate to promote and provide for the social and general welfare of its Membership. Calgary Area Council subsidizes and sponsors a variety of events and functions throughout the year.

## 9. **FINANCES**

### 9.1 **Expense Claims**

Claims for approved expenditures will be set at the current AUPE rates.

The Local will reimburse monies spent for the Local business only upon presentation of a receipt by the Member claiming payment. Members may apply for advancement as stated in AUPE policy.

## 9.2 **Spending Limits/Authorities**

Any spending must be approved by Council.

No reimbursement shall be made for the loss or damage to personal effects or personal expenses unless approved by Council.

### 9.2.1 **Local Executive**

The Local Executive has the authority to make recommendation of a financial nature subject to ratification by the Local Council.

## 9.3 **Finance /Donations**

Requests for donations will be forwarded to the Finance / Donations Committee for review and recommendation. All recommendations must be within the approved guidelines set out in Appendix A.

## 9.4 **Retirement / Leaving employment**

For current and former Council and committee Members (retiring or leaving the employment of SAIT) a donation up to a maximum of \$100.00 may be made towards a gift.

## 10. **LIFE MEMBERS**

### 10.1 **Local Life Members**

It is understood that when making nominations and granting Life Membership, it is the highest honour the Local can bestow on a former Member and criteria must be of a high standard.

Council can award Local Life Membership for meritorious service to a Member. This a non-voting honorary award, which may include, invitation to the Local social events.

### 10.2 **AUPE Life Members**

Recommendations can be made to the Member Services for AUPE Life Membership to be conferred on a retired or former Member of AUPE Local 039. All such recommendations must be approved by the Local Council and nominees must meet the criteria as outlined in the AUPE Life Membership Policy.

## **Creating/Dissolving/Amending of Local 039 Policies and Procedures Manual**

New or amended Policies must be presented at a Council meeting for adoption.

All policies must be adopted by a majority vote of those in attendance at the meeting. Wherever possible, a draft of the proposed policy should be included with the agenda for distribution prior to the meeting.

The Local Secretary shall maintain copies of all rescinded Policies for reference purposes. Policies and Procedures Manual should be reviewed every second year or as needed as changes occur to the AUPE Constitution.

## **APPENDIX A - DONATION GUIDELINES**

A budget for donations shall be established at each Annual General Meeting and incorporated as part of the Local Annual Budget.

### **Criteria:**

- a) one request per budget year or at the discretion of the Local Council
- b) preference will be given to functions with high percentage of AUPE involvement
- c) any charitable request should benefit Members
- d) recommendations may also include requests that meet the social, recreational or educational needs of Members and their families and are non-partisan
- e) extraordinary requests may be brought to the Council for approval if they exceed the current budget limits or are mandated by the Provincial Executive
- f) requests for political contributions will not be approved by this Committee
- g) the Finance / Donations Committee will set the dollar amount recommended for each request taking into consideration the requested amount and the Local's budget