

Alberta Union Of Provincial Employees

Local 058

Policies / Procedures / Guidelines Manual

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It is intended that each clause will be viewed in its broadest sense and that it will not be interpreted out of the context of the whole document.

1. Operations

1.1 Purpose

Local 58:

- a) Protects rights of members
- b) Assists with contract administration, including negotiated benefit issues
- c) Advocates to ensure health and safety standards are met
- d) Provides information on union education
- e) Communicates regularly – e.g. Newsletter, Web Site, Information Days

1.2 Follows AUPE Constitution

- a) The Local 58 Council follows the AUPE Constitution, the AUPE Policies and Procedures and the Local 58 Policies & Procedures Manual.
- b) As described in the AUPE Constitution, the Local 58 Council can make alternate arrangements to conduct its business if approved by the AUPE Executive Committee.

1.3 Definitions

- a) **“Alternate Local 58 Council Representative”** means a Chapter member who has been elected at the Chapter AGM as an Alternate to the Local 58 Council. The Alternate attends Local Council meetings when a Local Council Representative is unable to attend. The Alternate has the right to vote, but not to hold an elected Council position. A Chapter Meeting must be held to elect new Council members when a permanent vacancy occurs. Alternates cannot automatically move up to be a Council Representative.
- b) **“Clear calendar days’ notice”** requires counting each calendar day starting the day after the notice is given and including the day of the required deadline. (Example: Meeting date is March 15. The Chair is required to give 7 clear calendar days’ notice. Notice must be given on March 8 or earlier.)
- c) **“Local Executive”** means the Executive of Local 58. It is made up of the Chair, Vice-Chair, Secretary, Treasurer, and the Provincial Executive Member of the Council.
- d) **“Local 58 Council”** is made up of elected Council Representatives.
- e) **“Local 58 Council Representative”** means a Chapter member who has been elected to the Local 58 Council. Council Representatives are elected at the AGM of their Chapter as described in the AUPE Constitution.
- f) **“Simple majority vote”** means a motion that is passed by at least 50% +1 of the votes cast. Where 50% + 1 does not result in a whole number, then the number shall be reduced to the nearest whole number before the addition

of one.

- g) **Terminology:** Unless otherwise specified the following applies:
All references in this Policy and Procedure Manual pertain to Local 58
- 'AGM' means Annual General Meeting of Local 58 Council
 - 'Alternate PE member' means Alternate Provincial Executive Member'
 - 'Chair' means Local 58 Chair
 - 'Chapter' means a Local 58 Chapter
 - 'Chapter Executive' includes the Chair, Vice Chair, Secretary, Treasurer (or Secretary/Treasurer) and all Council members
 - 'Chapter Officers' includes the Chair, Vice Chair, Secretary and Treasurer (or Secretary/Treasurer)
 - 'Committee' means a Local 58 Council Committee
 - 'Council' means Local 58 Council
 - 'Council Alternate' means Alternate Local 58 Council Representative
 - 'Council Representative' means Local 58 Council Representative
 - 'Headquarters' mean AUPE Head office in Edmonton
 - 'Local' means Local 58
 - 'MSO' means Membership Services Officer
 - 'Officer' means any member of the Local Executive
 - 'PE meeting' means meeting of the Provincial Executive of AUPE
 - 'PE member' means Provincial Executive Member
 - 'Secretary' means Local 58 Secretary
 - 'Treasurer' means Local 58 Treasurer
 - 'Vice-Chair' means Local 58 Vice-Chair

2. Meetings

2.1 AGM

Local Council must hold its AGM not later than May 31. This meeting is held after the Chapter AGM's. The Local Executive decides the time and place of the meeting.

2.2 General meetings

2.2.1 Local General Meeting

- a) The Local Chair can call a general meeting of the Local Council at any time as described in section 2.3
- b) Any Local Council Representative can suggest that the Local Chair call a general meeting.
- c) The Local Chair will call at least four (4) general meetings in addition to the

AGM during every fiscal year.

- d) All council members and approved observers are entitled, if regularly scheduled to work on the day of the Local Council meeting, to have the date of the Local Council Meeting off with the approval of the Local Chair with no loss of regular earnings.

2.2.2 Chapter General Meeting

- a) The Chapter Chair can call a general meeting of the Local Council at any time as described in section 2.3
- b) Any Chapter Council Representative can suggest that the Local Chair call a general meeting.
- c) The Executive Board shall meet from time to time at the call of the Chair and the quorum for all meetings shall be fifty percent plus one (50% + 1) of its members.
- d) The Chapter shall meet from time to time on the call of the Chair, or at the request of a majority of the Executive Board, to consider matters of general importance.

2.3 Notice of meetings

- a) The Chair must give each Council Representative not less than 21 clear calendar days' notice of every annual or general meeting.
- b) The notice will be communicated to Council Representatives via their home mailing address or sent to their supplied home e-mail address and must
 - state the meeting time, date and place
 - include the meeting agenda
 - any pertinent background information required.

2.4 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) Speakers must be recognized by the meeting Chair
- d) Everyone has the right to speak without interruption
- e) Everyone has the right to pass
- 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.

2.5 Rules for Observers

- a) Attend at their own cost, except that 2 times in any fiscal year, each Chapter can bring 1 Observer to a Council meeting at Local expense

- b) Chair, or designate must be informed, and approval given prior to observer attending.
- c) Can have voice at the discretion of the meeting facilitator
- d) Cannot take the place of a Council Representative or Alternate except as described in the AUPE Constitution, Section.23.13.
- e) Will not vote on motions

2.6 Statement of Equality

Refer to current AUPE Constitution

2.7 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 a member of Council and as well as after.
- d) Confidential information includes but is not limited to such things as
 - personal information about AUPE members; e.g. home address and phone number, personal relationships and medical information, information about employment record, finances, details about grievances, details that are covered by the Human Rights Code.
 - information about AUPE business that may damage AUPE if others know it.
- e) Breaches of confidentiality will be handled through disciplinary action as decided by the Local Executive up to and potentially including AUPE's Article 29 of the constitution.

2.8 No proxy or advance voting

There will be no proxy or advance voting.

2.9 Council decisions outside of Council meetings

Decisions can be made outside of Council meetings only when a decision must be made before a Council meeting will be held.

- a) These decisions will be made by the Local Executive. - Every attempt will be made to contact all members of the Executive. No decision can be made unless at least 3 Executive members are contacted.
- b) Any poll of the Local Executive or resolution in writing resulting in agreement by at least 3 Executive members is as valid as any decision made at a meeting.
- c) These decisions will be presented for review at the next Council meeting and will be noted in the minutes of the meeting.

2.10 Local Executive meetings

As described in the AUPE Constitution,

- a) The Chair can call meetings of the Local Executive prior to each Council meeting.
- b) The Chair can also call Local Executive meetings as deemed necessary by the Chair or a majority of the Local Executive

2.11 Time off Request

All time off requests are to be submitted through the AUPE Local 58 Website. In the event the website is unavailable, please submit the required information to the Local Executive. Once completed, these submissions are forwarded to the Local Chair or appointed designate for approval. The local Chair or appointed designate will then forward the approved time off request to the receiving office for processing. Please provide as much notice as possible when submitting a request for time off. A minimum of 3 weeks prior to the event is preferred in order to allow for proper processing and for planning purposes. May be denied if not submitted in a timely fashion. Any time off requests submitted post (after) an event or meeting has concluded, will be denied.

3. Job Descriptions – Officers

3.1 Chair

- a) Supervises the affairs of the Local
- b) Is a second signing officer of the Local
- c) Signs all official correspondence
- d) Facilitates meetings of Council and the Local 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 Local Executive at least 3 times a year and can call meetings of the Council as described in Section.2.2 of this Policy and Procedure Manual
- h) Prepares Agendas for Council meetings with input from other Executive Officers.
- i) Presents a Report of activities since the last meeting
- j) Keeps in touch with the Regional Office and AUPE Headquarters as resources in dealing with important issues
- k) Is ex-officio member of all Local Committees and has voice but no vote; can appoint a designate to attend meetings

- l) Can create Ad Hoc Committees to deal with one-time, specific issues
- m) Provides interpretation of the Constitution as it relates to the affairs of the Local.

This interpretation is final and binding on all affected parties unless and until reversed by the appropriate authority.

Any member of the Council can appeal to the President of AUPE, who will render a decision within constitutionally allowed time lines of receipt of the appeal. The President's decision is binding subject to the provisions of the Constitution.

- n) Is a Union Steward and worksite contact
- o) Works closely with other members of the Local Executive
- p) Can work 1 day each month at Local expense for Chair duties if needed.
- q) After discussion with members of the Local Executive, relays recommendations for Convention & Labour School to Head Quarters
- r) Receives external and AUPE Headquarters' correspondence and reads out at Council meetings as appropriate
- s) The Local chair will attend convention as right on constitution

3.2 Vice-Chair

- a) Assists the Chair in the execution of the Chair's duties and acts on the Chair's behalf when so authorized and in the Chair's absence
- b) Carries out duties assigned by Chair
- c) Can work 1 day each month at Local expense for Vice-Chair duties if needed.
- d) Can be a second signing officer of the Local
- e) Are worksite contacts and preferably a Union Steward
- f) Works closely with other members of the Local Executive

3.3 Secretary

- a) Is the Administrative Officer of the Local
- b) Is provided with the use of appropriate technology to perform their duties.
- c) Can work 1 day each month at Local expense for secretarial duties if needed.
- d) Can be a second signing officer of the Local
- e) Completes routine correspondence on behalf of the Local
- f) Communicates with Council Representatives on behalf of the Local Executive
- g) Ensures that accurate minutes of all meetings of the Council and Local Executive are taken, transcribed and distributed as required, including that all Council and AGM minutes are sent to AUPE Headquarters
- h) Distributes advance draft Council minutes to Local Executive and Chapter Chairs within 2 weeks of the meeting; and to any Council Representative on request to the Secretary
- i) Ensures regular distribution of draft Council minutes is included in meeting

- notice package
- j) Maintains a current Council membership list
- k) Informs the membership and AUPE officials about planned events
- l) Ensures that all duties and responsibilities of the Secretary as described in the Table Officer Handbook are carried
- m) Are worksite contacts and preferably a Union Steward
- n) Works closely with other members of the Local Executive

3.4 Treasurer

- a) Is Financial Officer of the Local
- b) Is Chair of the Finance Committee
- c) Is provided with the use of appropriate technology to perform their duties.
- d) Maintains, has custody of and is responsible for all Local financial and accounting records.
- 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
- f) Prepares a draft annual budget in consultation with the Finance Committee and other Local Executive members for presentation to the Council AGM
- g) Can work 1 day each month at the expense of the Local to perform Treasurer duties. Additional days can be granted with prior approval of the Chair.
- h) Ensures that all disbursements are made by cheque
- i) Is the principal signatory on all Local cheques except when there is a cheque written to the Treasurer it must have the signatures of two other signing authorities
- j) Ensures that no blank cheques are signed
- k) Presents a written financial statement at each Council meeting
- l) Ensures that financial records are kept for not less than 3 years and then can be sent to Headquarters
- m) Are worksite contacts and preferably a Union Steward
- n) Works closely with other members of the Local Executive.
- o) Ensures that the approved Annual Budget for the Local is promptly forwarded to the AUPE's Executive Secretary Treasurer

3.5 Council Representatives

- a) Represent the interests of the members of their Chapter at Council
- b) Attend the meetings of Council
- c) May Report on the functioning of Council at Chapter meetings and/or in writing to the AGM of the Chapter
- d) Are worksite contacts and preferably a Union Steward
- e) Are expected to assist in the implementation of the functions/events passed at Local Council

3.6 Provincial Executive (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) Communicates with the Local Executive between PE meetings regarding PE issues
- d) Provides a written report at after every PE meeting to the members of council regarding the work of PE
- e) Attends the AUPE Convention as a delegate of right
- f) Represents the interests of all members of AUPE with primary loyalty to the Local
- g) Presents any concerns of the Local to PE
- h) Are worksite contacts and preferably a Union Steward
- i) Is provided with the use of appropriate technology to perform their duties
- j) Works closely with other members of the Local Executive

3.7 Alternate PE Member

- a) Acts with voice and vote in the absence of the PE Member at PE and Council meetings and at Convention
- b) 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, can attend with both voice and vote.
- c) Are worksite contacts and preferably a Union Steward
- d) Works closely with other members of the Local Executive

3.8 A council representative shall only hold one (1) elected Local Executive position at any given one time.

4. Payment of Council Representatives and Local Executive

4.1 No salaries

The positions of Council Representatives and Local Executive members are non-salaried positions.

4.2 Expenses

- a) The Local Executive can approve payment of out-of-pocket expenses for Council Representatives and Local Executive members.
- b) Any Council Representative can request reimbursement for expenses by submitting a completed AUPE Member Expense Claim form to the Local

- Treasurer. Original receipts must be attached.
- c) Payment to Council Representatives for travel to do Union Business at the approval of the Chair, Google Map mileage will be used in all cases for mileage via the most direct route.
 - d) In cases of extreme extenuating circumstances, the Local Executive will review written requests for reasons or amounts not covered in the Travel and Subsistence Regulations printed on the Member Expense Claim form. Any such request will be considered on a case-by-case basis and there is no obligation for the Local Executive to approve the request. The decision of the Local Executive is final.
 - e) Upon leaving an elected position all remaining supplies purchased relating to your position will be returned to the Chapter or Local.
 - f) The Officers of the Local shall be reimbursed for expenses legitimately incurred on Union business.
 - g) Any member who agrees to participate in a “paid” AUPE function (ie Labour School) and does not attend without providing a satisfactory reason to the Local Executive will be personally responsible for the associated cost. The same is true if a member fails to follow the instructions provided and incurs costs over and above those expected and approved (i.e. Single occupancy accommodations vs double occupancy accommodations)
 - h) All Cheques ‘stale dated’ will not be re-issued.
 - i) All cheques lost, will not be re-issued until Local 058 Finance Committee approves via their protocols.

4.3 Honorariums

a) Local Executive

- i. Members of the Local Executive may receive yearly honorariums of \$1500.00 at the discretion of the Local Chair.
- ii. The Local Chair will receive a yearly honorarium of \$1500.00.
- iii. The honorariums will be used to cover time worked on Local business.
- iv. Requests for honorariums will be distributed by the Local Treasurer on the appropriate form. Payments will be made once a year for the period covering the fiscal year.

b) Chapter Officers

- i. Chapter Officers (Chair, Vice Chair, Secretary, Treasurer, Chief Steward) are entitled to a yearly honoraria Of \$500.00 at the discretion of the Local Executive.
- ii. These honorariums will be used to cover time worked on Chapter business.
- iii. The Chapter Officers must attend at least ½ of the Chapter Meetings in order to be considered for an honorarium.
- iv. Requests for Chapter Honorariums must be submitted in writing to the Local

Treasurer no less than 30 calendar days prior to the Chapter AGM. Payments will be made once a year for the period covering the fiscal year.

- v. Only 1 honorarium will be paid per person at the Chapter level regardless of the number of positions held.

4.4 Recognition

The purpose of this is to recognize and show appreciation for hard work done for AUPE by an active Local member. The recipient is chosen by the Local Executive. Suggestions can be submitted to the Local Executive. The award will be presented at a Council meeting. This award is limited to \$250.00.

5. Financial management

5.1 Fiscal year

The fiscal year is the same as AUPE – July 1 to June 30.

5.2 Local bank account

The Local will maintain a bank account for Local business.

5.3 Local Budget

The Local budget could include such items as:

- Office expenses for the Local office.
- Meeting expenses – including items noted on the AUPE Member Expense Claim form and also bad-weather lay-over expenses and supplements for extreme extenuating circumstances
- Meeting expenses for each Chapter 2 times a year to bring 1 Observer to a Council meeting
- All Honorariums and Union-related duty expenses
- Donations to organizations
- Donations to individuals in need
- AUPE education/conferences for members not covered by Headquarters, Stewards Day, Local Council Retreat
- General communications

5.4 Applications for funding

- a) Any application to attend AUPE events over and above the allotment paid for by Headquarters must be voted on by Council.
- b) Applications to attend AUPE courses (other than those offered by Headquarters) or events will be reviewed by the Local Chair in conjunction with the Local Executive.

5.5 Discretionary spending authority of the Local Executive

The executive of 75% majority vote has discretionary emergency spending

authority for up to \$500.00 per occasion. The details of any such expenditure must be reported to the next council meeting.

5.6 *Signing officers*

- a) The signing officers are the Treasurer and another member of the Local Executive.
- b) The Treasurer must sign all cheques except when a cheque is written to the Treasurer which must have the signatures of two other signing authorities.
- c) No signing officer shall sign their own cheques unless extenuating circumstances arise.

5.7 *Disbursements to Chapters*

- a) Money will be retained in the Local bank account for the Chapter office expenses, meeting space rentals and other authorized Chapter expenses.
- b) Finance Committee will ensure that Chapter budgets are approved to reflect equality per member.
- c) Each Chapter has the discretion to budget for cards, flowers, fruit baskets, for illness and bereavement etc.
- d) Chapter funding will not exceed the Chapter budget as approved by Council.
- e) Chapter funds will be disbursed in accordance with Chapter budget that has been approved by Council.
- f) Chapter Executive will have flexibility regarding the use of Chapter funds and disbursements will be reported at the Chapter AGM.
- g) Approved disbursements and reimbursements will be made by the Local Treasurer.
- h) Any expense that will be charged back to the Local must be submitted to the Local Treasurer for prior authorization and recommendation to the Local Chair.

5.8 *Procedures for Chapter Treasurers*

- a) General
 - i. To ensure that expense forms with original receipts attached are submitted to the Chapter Treasurer for all outgoing monies.
 - ii. Chapters applying for reimbursement must submit a signed expense claim to the Local Treasurer. A bank account statement indicating current Chapter financial balances will be required by the Local Treasurer.
 - iii. Chapters must obtain approval from the Local Treasurer before any order or purchase is made on any item that is not included in the approved Chapter budget.
 - iv. No cash advances at the Chapter level without authorization from the Local Chair.
 - v. Any advances which are received by the Chapter must be accounted for by submitting a receipt and unused balance of advance to the Local Treasurer.

- vi. No pre-signed cheques.
 - vii. Chapter Treasurer is the principal signatory on Chapter cheques except when there is a cheque written to the Treasurer it must have the signatures of two other signing authorities.
 - viii. A copy of the Minutes of the Chapter meeting or Chapter Executive meeting, documenting decisions regarding financial expenditures and the planning of an event will be forwarded to the Local office for filing.
 - ix. A summary per Chapter event held will be included with the Chapter financial expenses to be audited / submitted annually to the Local Chair showing expenses for refreshments, food, door prizes, venue, etc. listing door prize winners.
- b) Ledger
- i. Used for documenting all financial transactions.
 - ii. Reconcile each monthly statement.
- c) Audit
- i. The fiscal year is July 1 to June 30.
 - ii. When the Local Treasurer asks for the Chapter's financial information for the annual audit, the following is required:
 - updated ledger
 - all bank statements pertaining to the fiscal year
 - all expense forms with original receipts attached
 - the recipient's name for any gifts / door prizes that were given.

6. No political affiliation

6.1 No political affiliation

The Council will not be affiliated with any political party.

6.2 No donations to political parties

The Council will not make donations to any political party.

7. Bargaining

7.1 Decision-making

- a) The process for seeking ratification of Tentative Agreements will be decided by AUPE Headquarters.
- b) Information meetings shall be held at various sites as decided by the Negotiating Team and/or Chapter Chairs.

8. Committees

8.1 Committees

- a. The following Committees may be maintained by Local 58:
 - Finance (Mandatory)
 - Social
 - Policies and Procedures
 - Anti-Privatization
 - Education
 - OH&S
- b) Other Committees can be established with Council approval.
- c) Committees will have of a minimum of 4 members with the maximum of 9 members (except where representation from each Chapter is required) and will strive to have a balance of Chapter representation. Council Representatives are eligible to serve on the Committees.
- d) Committees will be governed by job descriptions as approved by Council.
- e) The Local Chair or designate has the discretion to authorize Time Off for Committee meetings.
- f) Designated Council members will participate in the following Employers Committees:
 - Health and Safety
 - Employee Management Advisory Committee (EMAC)
- g) Anyone who is not a Committee member will notify the Committee Chair in advance of planned attendance at a Committee meeting.
- h) A member of the Local Executive will oversee one or more committees.
- i) The Local Chair will be ex-officio member of all Local Committees with voice but no vote.

8.2 Process for handling Committee recommendations

- a) All recommendations submitted from Committees will be given due consideration.
- b) All submitted recommendations will be presented to a Local Council meeting.

8.3 Spending authority

- a) Committees must obtain Council approval before spending money, authorizing expenses, entering into contracts or committing the Council to any action.
- b) Committees will submit these (8.3 a) recommendations to the Finance Committee. After reviewing submission, the Finance Committee will present recommendations for a vote at the next Council meeting.

8.4 Finance Committee – job description

- a) Works with the Treasurer to prepare an annual budget for presentation to the

Council AGM

- b) Considers the proposed budgets submitted annually by the Chapters and works with the Local Treasurer to make recommendations to Council
- c) Reviews Local finances on an ongoing basis and makes recommendations to the Local Council
- d) Considers proposed motions referred from Council and Local 58 Committees and makes recommendations for Council decision
- e) Meets when deemed necessary at the call of the Treasurer
- f) Any member of the Finance Committee can suggest that the Local Chair call a Finance Committee meeting.
- g) That the Local Finance Committee reviews Chapter financial books prior to the Local AGM.
- h) The Local Executive reviews the Local financial books prior to the Headquarters audit.

**8.5 *Anti Privatization Sub Committee
(guidelines and job description)***

- a) Local elects or appoints Sub Committee member(s)
- b) Local decides the number of Sub Committee member(s)
- c) Identify key issues on the work site(s) / in Chapter / Local
- d) Educate the Local Council on P.E.R.M.
- e) Work on Local issues
- f) Maintain communications with Local Executive and Chapter Chairs
- g) Maintain communication with the Standing Committee
- h) Maintain communication with other Sub Committees
- i) To partake and participate in events involving Privatization in our Local as well as our Union at the approval of the Local Chair.
- j) Take a leadership role – educate our Local
- k) Research Local issues
- l) Pass “global” issues on to the Standing Committee (ie. Advertising ideas)
- m) Forward Sub Committee meeting minutes to the Standing Committee

**8.6 *Occupational Health and Safety Committee
(guidelines and Job Description)***

- a) Local elects or appoints Sub Committee member(s)
- b) Local decides the number of Sub Committee member(s)
- c) Identify key issues on the work site(s) / in Chapter / Local
- d) Educate the Local Council in matters of OH&S
- e) Work on Local issues

- f) Develop a Local 058 OH&S Site Contact listing for communication/education purposes.
- g) Maintain communications with Local Executive and Chapter Chairs
- h) Maintain communication with the Standing Committee
- i) Maintain communication with other Sub Committees
- j) To partake and participate in events involving Occupational Health and Safety in our Local as well as our Union at the approval of the Local Chair.
- k) Take a leadership role – educate our membership.
- l) Pass “global” issues on to the AUPE Standing Committee (ie. Provincial Issues and concerns)
- m) Forward Sub Committee meeting minutes to the Standing Committee.

9. Internet Web Presence

9.1 Purpose of the Local 058 web presence is to provide

- a) Updates on bargaining activities,
- b) Information on Chapter and Local meetings,
- c) Information on Chapter and Local events,
- d) Provide information from AUPE and the Local to all members,
- e) Provide Local Council a secure way to access confidential files to facilitate the business of the Local.

9.2 Management of the Web Presence may be performed by;

- a) any Member(s) of the Local, in good standing, and
- b) will be appointed (or removed) by majority vote of Local 058 council
- c) the title of this appointed member will be “Website Coordinator”.

9.3 Content of the Web presence is the responsibility of the Local and Chapter Executive.

9.4 Management of the Web site content is a joint responsibility, between the Local Executive/Council and Website Coordinator

9.5 Website Coordinator

- a) Manages the Local 058 Website
- b) Web Coordinator will log dates, time and activities for the web site and when time totals 7.75 hrs will receive 1 day off at Local expense.

10. Management of Membership Communications (fan out list)

- 10.1 Purpose of Local 058 Membership Communications is to provide;
 - a) a CASL(Canada’s anti-spam legislation)complaint mechanism to communicate with the membership
 - b) best effort will be provided to be, and remain compliant with the above Legislation.
 - c) a P.I.P.A (Personal Information Protection Act) complaint mechanism to communicate with the membership
 - d) best effort will be provided to be and remain compliant with the above Act
- 10.2 Management of the Membership Communication List may be performed by;
 - a) any member(s) of the Local, in good standing, and
 - b) will be appointed (or removed) by majority vote of Local 058 council
 - c) the title of this appointed member will be “Communications Coordinator”
- 10.3 Content of the communications sent is the responsibility of the Local Executive.
- 10.4 management of the Communications content, is a joint responsibility, between the Local Executive and Communications Coordinator
- 10.5 Communications Coordinator;
 - a) Manages the Local 058 fan out/communications listing, and
 - b) delivery of Communications to the membership, at the direction of the Local Executive

11. Local 58 Life Membership

11.1 Local Life Membership

- a) Council can award Local Life Membership for meritorious service to the Local.
- b) This is a non-voting honorary award.
- c) Local Lifetime members may be guests at Local functions.

11.2 AUPE Life Membership

- a) AUPE Lifetime Members in a Local may have some Convention expenses not covered by Head Office as per the Constitution and Policies covered by the Local with prior authorization.

12. Convention

12.1 Guidelines for Convention Delegates/Nominees

- a) Every effort to obtain “Intro to the Union” AUPE education course, prior to Convention must be made. Your Convention delegate credentials will

be withdrawn at Local Executives discretion should this requirement not be met.

- b) Delegates are elected to represent members (approximately 1/100 members). Committee members and Observers are not.
- c) Observers – paid by Local: Meals, accommodation (double occupancy)
- d) Delegates and Observers are expected to be on the Convention floor during all proceedings. (Any deviation from this will be reprimanded and appropriate action will be taken by the Local)

13. Contact with media

13.1 Authorization for media contact

- a) The AUPE President is the chief spokesperson for AUPE.
- b) Members of Council must refer all approaches by the media to the Local Chair, Local Vice-Chair, Chapter Chairs, or to the AUPE Staff Representative.

14. Priority

14.1 Documents cannot conflict with each other

AUPE documents cannot conflict with each other. If there is a conflict, the order of priority will be:

- AUPE Constitution
- AUPE Policies and Procedures
- Local Council Policies and Procedures Manual
- Chapter By-laws/Policies

All of these are binding on the Local members, the Local Council, Local Executive and Committees, and also the Chapter members, Chapter Executive and Chapter Committees.

15. Amending Local 58 Policies & Procedures Manual

15.1 Amending Policies and Procedures

- a) Council can amend the Policies and Procedures Manual by simple majority vote.
- b) All changes will be provided to Chapter Chairs for distribution or discussion with the Chapter Representatives.