

Policy Manual

LOCAL 001 POLICY MANUAL

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LOCAL 001 COMMITTEES – 2013 - 2015

Local 001 Administrative Support Liaison

Ginger Woeppel

Infrastructure

Local 001 Bargaining Committee / Employee Relations Committee (ERC)

Executive Liaison

Co-Chair (ERC)

Chair (Bargaining) and Co-Chair (ERC)

Audrey Randall

Rosanna Badree (ERC Only)

Shelley Makowski

Faye Rever

Muriel Stewart

Sherri Barton

Evelyn Obuobi

Barbara Busenius (Alternate 1)

Local 001 Events Committee

Executive Liaison

Chair

Kathleen Buss

Sherri Barton

Charlotte Bliemel

Merle Linton

Evelyn Obuobi

Ron Fernandes

Lena Borle

Local 001 Finance Committee

Executive Liaison

Chair

Kathleen Buss

Kathleen Buss

Sharon Clemens

Faye Rever

Ron Fernandes

Charlotte Bliemel

Muriel Stewart

Alice Tinka (Alternate 1)

Local 001 Occupational Health, Safety and Wellness Liaison

Carleen Detbrenner-Jenkins

Local 001 Policy and Resolutions Committee

Executive Liaison

Rae Houle

Ginger Woeppel

Carleen Detbrenner-Jenkins

LOCAL 001 ELECTED POSITION RESPONSIBILITIES

CHAIR

Per the AUPE Constitution

- 18.01(a) i) The Chair shall exercise supervision over the affairs of the component and shall sign all official correspondence. The Chair shall preside at all meetings and may assign specific duties to the Vice-Chair. The Chair shall call meetings of the component Executive at least three times per year and shall call meetings of the component as specified.
- 18.01(a) ii) If any question arises as to the interpretation of the Constitution as it relates to the affairs of the component, the Chair shall give an interpretation which shall be final and binding on all affected parties unless and until reversed by the appropriate authority.
- 18.01(a) iii) Any member of a component may appeal an interpretation of the Chair:
- a) In the case of Chapters, to the Local Council, who shall make a decision at its next meeting;
 - b) In the case of Locals and Area Councils to the President, who shall render a decision within ten days of receipt of the appeal; such decision shall be binding subject to the provisions of the Constitution.
- 18.01(a) iv) The Chair shall be a worksite contact.
- 22.02 The Chair shall call meetings of the Local Council at least three (3) times a year, an one (1) such meeting shall be the Annual General Meeting of the Local Council. The Annual General Meeting of the Local shall be held not later than the 31st day of May.
- 22.09 The Chair may call meetings of the Local Executive Board prior to each Local Council Meeting, and from time to time as deemed necessary by the Chair or a majority of the Executive Board.
- 22.10 Where neither the Provincial Executive Committee member nor the Alternate Provincial Executive Committee member are able to attend a Provincial Executive Committee meeting, the Local Executive Board may with notification to the President, designate an Alternate to attend that Provincial Executive Committee meeting only with full voice and vote.

Local 001 Policy

- Only the Chair can approve time off at Local Expense. In the Chair's absence, the Treasurer can approve time off.
- The Chair shall have joint signing authority with the Treasurer on all accounts of the Local.
- Responsible for Local business and issues.
- Will be the Co-Chair of Employee Relations Committee (ERC) between bargaining.
- The Chair will direct the Secretary to send out the Council Meeting Callout.
- The Chair shall request retirement plaques from AUPE with a copy to the Treasurer.
- The Chair shall provide monthly updates via e-mail to Local Executive.
- The Chair shall prepare a written report for each Council meeting and the Annual General Meeting.
- The Chair shall maintain the AUPE Policy Manual, which is to be kept at the Local Office at Headquarters.
- The Chair shall receive copies from AUPE of all Local grievances filed. The Chair will follow-up to ensure the Local is informed/notified of the outcome and will report back to the Executive.

VICE CHAIR

Per the AUPE Constitution

18.01 (b) The Vice-Chair shall assist the Chair in the execution of his duties and may act on his behalf when so authorized and shall discharge the responsibilities assigned. The Vice-Chair shall be a worksite contact.

Local 001 Policy

- The Vice-Chair shall liaise with Committees as directed by the Executive
- Shall e-mail Executive, Committee Chairs and members who have attended conferences, schools etc. regarding submission of written/electronic reports to the Local Secretary for upcoming Council meetings.
- Shall prepare a written report for each Council meeting and the Annual General Meeting.
- The Vice-Chair shall be responsible for responding to inquiries from the “Contact Your Local” forms submission on the Local website. All inquiries will be sent via e-mail to the Executive for recording in Correspondence.
- The Vice-Chair will liaise with the website provider.

SECRETARY

Per the AUPE Constitution

- 18.01 (c) i) The Secretary shall be the Administrative Officer of the component
- 18.01 (c) ii) The Secretary shall have charge of and conduct routine correspondence on behalf of the component, and shall ensure that accurate minutes are kept of all meetings of the Council and Executive. The Secretary shall have custody of all books, minutes and records and shall notify the Union Headquarters within seven days of becoming aware of any changes in the names and addresses of any member of the component Council
- 18.01 (c) iii) The Secretary shall be a worksite contact.
- 20.14 Funds and property of the Union under the control of any component remain the funds and property of the Union. The Officers of the component shall be accountable for all such funds and property if the component is merged, amalgamated, dissolved or divided.
- 20.17 The Secretary, or Secretary-Treasurer, of the component shall notify the Union within seven (7) days of the election of the names and addresses of those Officers elected.
- 20.18 Notice of component meetings shall be given to all members in such a manner as the Executive Board of the component deems adequate; and without limiting the generality of the foregoing, may be by mail, bulletin posted on the job site, public announcement or advertisement, or telephone. No meeting shall be held invalid as a result of failure of a member(s) to receive actual notice of any meeting.

Local 001 Policy

- Shall prepare a written report for the Annual General Meeting.
- Shall maintain an inventory list of Local assets.
- Shall prepare and keep current a list of Council Reps and Chapter Chairs and shall distribute the lists to Executive, and the Chair of the Events Committee.
- Shall receive and maintain Chapter AGM Minutes.
- Shall maintain minutes and the correspondence of the Local.
- Shall co-ordinate and prepare meeting agendas and meeting minutes within one month of the meeting.
- Shall prepare Life Member/Appreciation Certificates.
- Shall send an invitation for the Annual General Meeting to Local Life Members (new and old).
- Upon direction of the Executive, shall send invites to other guests for meetings.
- Shall maintain a record of Council Reps meeting attendance.
- Shall prepare a Sign-In Sheet for all Local Council meetings and other Local activities.
- Shall co-ordinate information for website submission, to include council meeting packages.
- Shall co-ordinate information for website submission, to include council meeting packages.
- Shall forward Provincial Executive (PE) information to Council Representatives (via e-mail) on behalf of the Local PE Rep.
- Shall forward time sensitive information to Council Representatives and Chapter Chairs (via e-mail) on behalf of the Local Executive and AUPE.

TREASURER

Per the AUPE Constitution

- 18.01 (d) i) The Treasurer shall be the Financial Officer of the component and shall Chair the Finance Sub-Committee.
- 18.01 (d) ii) The Treasurer shall have custody of all financial and accounting documents and shall be responsible for all accounting and financial records of the component.
- 18.01 (d) iii) The Local Treasurer shall prepare and present to each Council meeting a current financial statement.
- 18.01 (d) iv) The Treasurer shall prepare and have audited an annual financial statement of the affairs of the component.
- 18.01 (d) v) The Treasurer shall prepare an annual budget for presentation to the component.
- 18.01 (d) vi) The Treasurer shall be a worksite contact.
- 20.12 The annual budget of a Local, as adopted at its annual meeting, shall be promptly forwarded to the Executive Secretary-Treasurer.
- 20.13 All funds of the components shall be disbursed by cheque or other bill of exchange drawn on the account of the component maintained by the Treasurer and shall be signed by the Treasurer of the component and one other member of the Executive Board. A third member of the Executive Board may be designated signing authority in the absence of the Treasurer.

Local 001 Policy

- Shall report financial matters to Council.
- Shall be accountable for all Local Finances, books to Headquarters as requested each year (Treasurers are bondable).
- Shall Chair the Local Finance Committee.
- Shall be the Executive liaison with the Events Committee.
- Shall verify with AUPE, the Local Chair's Time Off for Union Business, and also approve time off requests in the absence of the Chair.
- Shall liaise with the Chapters for financial issues – i.e. meeting costs, payment of Annual General Meetings, etc.

PROVINCIAL EXECUTIVE REPRESENTATIVE (PE)

Per the AUPE Constitution

- 18.01 (h) PE members shall:
- i) attend meetings of the Provincial Executive of the Union;
 - ii) report in writing at least once a year, to the President and Provincial Executive, the concerns of their Local;
 - iii) report in writing at least three (3) times yearly to the members of Local Council on the execution of their duties;
 - iv) attend the Union Convention as a delegate as of right;
 - v) represent the interests of all members of the Union;
 - vi) present the concerns of their Local to the Provincial Executive; and
 - vii) be worksite contacts.

Local 001 Policy

- Forward all PE documents to the Local Executive for information purposes and to allow for input to upcoming PE meetings (input to be by consensus of the Local Executive).
- Will report to Local Executive, in a timely manner, on the PE meeting.
- Shall provide new and updated AUPE information, policies and procedures to Local Executive and Council.

ALTERNATE PROVINCIAL EXECUTIVE REPRESENTATIVE

Per the AUPE Constitution

- 18.01 (i) Alternate Provincial Executive members, in the absence of the PE member, shall:
- i) attend the meetings of the Provincial Executive and the Convention of the Union with voice and vote; and
 - ii) attend Local Council meetings with voice and vote and shall fulfill the office of the Provincial Executive member in that instance; and
 - iii) in the event that the Provincial Executive Representative and Alternate are unable to attend a Provincial Executive meeting, a member of the Local Executive with notification to the President, can attend with both voice and vote.

Local 001 Policy

- May attend the Executive meeting with voice, but no vote.
- Shall report to the Local Executive and in writing to each Council meeting in the absence of the PE Representative.

BARGAINING CO-CHAIRS

Per the AUPE Constitution

16.01 (i) The President shall assign each Bargaining Unit to a Sector.

Local 001 Policy

- Represents Local bargaining mandate at Government General Services bargaining.
- Ensures bargaining surveys are prepared and distributed to Local 001 members.
- Shall prepare written reports for Council during active bargaining.
- Formulates the mandate from surveys and presents to Council to be voted on. .
- Ensures communication plan is in place.
- Will be the Vice-Chair of Employee Relations Committee. ERC does not meet during bargaining.

EXECUTIVE LIASION TO LOCAL COMMITTEES

Local 001 Policy

- Guide and direct committees pursuant to the Local Policy Manual and/or within the guidelines of the Constitution).
- Shall communicate committee issues to the Local 001 Executive.

COUNCIL REPRESENTATIVE

Per the AUPE Constitution

- 18.01(g) Local Council Representatives (Locals with Chapters) shall:
- i) represent the interests of the members of their Chapter at the Local Council;
 - ii) attend the meetings of the Local Council;
 - iii) report on the functioning of Local Council to the meetings of the Chapter and in writing to the Annual General Meeting of the Chapter; and
 - iv) be worksite contacts.
- 20.08 Any Council Representative of a component who fails to attend three (3) consecutive meetings of the Local Council without just cause shall be deemed to have resigned.
- 22.03 The Annual General Meeting of the Local Council:
- (a) shall receive the written reports of the Local Officers;
 - (b) shall receive the proposed budget for the following year, and may amend such budget but shall adopt a budget;
 - (c) shall, in an election year, elect a Finance Sub-Committee from amongst its members;
 - (d) shall elect delegates to the Union Convention;
 - (e) may conduct such other business as is necessary for the good order and welfare of the Local;
 - (f) shall, in an election year, elect from the Local Council Representatives the Local Executive Board consisting of the Chair, Vice-Chair, Treasurer, Secretary, or Secretary-Treasurer and Provincial Executive member. All Executive Board members shall be elected by a majority vote (50% plus 1) of the Local's members present and voting at the election Annual General Meeting of a Local Council. All members of the Executive Board shall be deemed to be nominated stewards. The Executive Board shall meet from time to time at the call of the Chair. The quorum for each meeting will be fifty percent plus one (50% + 1) of its members;
- 23.03 There shall be an Executive Board consisting of a Chair, Vice-Chair, Secretary, Treasurer or Secretary-Treasurer and the Representatives to the Local Council.
- 23.04 This Board shall act as the Executive body of the Chapter between general meetings of the members of the Chapter, and shall be responsible for the operation and management of the Chapter and the implementation of Union policy within the jurisdiction of the Chapter. This Board is empowered to nominate Union Stewards for assessment, training and appointment by the Alberta Union of Provincial Employees between annual general meetings of the Chapter.

The Annual General Meeting of the Chapter:

- (a) shall receive the written reports of the Chair, Vice-Chair, Secretary, Treasurer or Secretary-Treasurer, and Council Representative(s);
- (b) shall receive the proposed budget for the following year, and may amend such budget but shall adopt a budget and forward same to the Local Treasurer;
- (c) shall in an election year, elect a Chair, Vice-Chair, Secretary, Treasurer or Secretary-Treasurer, by a majority vote (50% plus 1) of the Chapter's members present and voting at the election Annual General Meeting;
- (d) shall, in an election year, elect representatives based on the number of votes received, to the Council of the Local on the basis of one (1) Council Representative for the first one hundred (100) or less members and one (1) additional Council Representative for each additional one hundred (100) members or portion thereof, based on the monthly average of Headquarters records as of the preceding year ending December 31st;
- (e) shall elect and rank in order of priority voting Alternate Council Representatives, based on the number of votes received, to attend the Local Council Meeting in the event of the absence of the elected Council Representatives, but such alternates shall be ineligible to hold elected Council positions;
- (f) shall nominate for assessment, training and appointment by the Alberta Union of Provincial Employees such Union Stewards as it deems necessary;
- (g) shall appoint or otherwise establish Worksite Contact(s) in a manner to ensure that all component worksite(s) receive and disseminate information so that the unions and component(s) communication needs are met. Components shall be encouraged to liaise with other components in the same worksite/geographic area, so that all members' worksite/building/geographic area are covered by the union's and component's(s) communication plan(s);
- (h) shall nominate members, for election by Local Council, as delegates to Convention, and the following shall apply:
 - (i) one (1) nominee for one hundred (100) or less members and one additional nominee for each additional one hundred (100) members or portion thereof;
 - ii) where possible, one or more alternates for each Convention delegate nominee;
 - iii) where practicable, delegate and alternate nominees are to be ranked in order of priority for election by the Local Council;
- (i) may, by resolution, affiliate with a Local Labour Council or Labour Coordinating Committee, where available;
- (j) may, by resolution, recommend to the Local Council that Life membership be conferred on a retired or former member or that Local Life membership be conferred in accordance with Local criteria;
- (k) shall elect at least one (1) representative to the Area Council;
- (l) may conduct such other business as necessary for the good order and welfare of the Chapter;
- (m) may, if the Chapter is not a bargaining unit, formulate recommendations with respect to collective bargaining policy for transmission to the annual meeting of the Local Council; and
- (n) notwithstanding the foregoing, a Chapter may, with the approval of the Union's Executive Committee, make alternate arrangements to conduct its business.

Local 001 Policy

- The Local Council Representative shall attend the meetings of the Local Council where they shall represent the interests of the members of their Chapter.
- Shall distribute Council meeting minutes, PE information, and other union information to their Chapter members via Chapter distribution list.
- Shall submit a written report of union activities to the Annual General Meeting of their Chapter.
- Council Representatives that sit on AUPE Standing Committees shall report to council.
- Council Representatives that attend conferences, schools, seminars on behalf of the Local shall submit a written report to Council shall be worksite contacts.

ALTERNATE COUNCIL REPRESENTATIVE

- Alternate Council Representatives shall attend the meetings of the Local Council in the absence of the elected Council Representative, and report back to the Council Representative.
- The Alternate Council Representative will report to the Council Representative after each meeting they attended in their absence.
- Alternate Council Representatives will have voice and vote at the Local Council meeting in the absence of Council Representative.
- Alternate Council Representatives shall be ineligible to hold elected Council Positions.

EVENTS COMMITTEE CHAIR

- Sending out the Council Call Out,
- Co-ordinate/email reports for Council packages,
- Shall co-ordinate all matters necessary for a Local Council meeting, including: arranging accommodations, meal and refreshments, where ever feasible in conjunction with the Local Treasurer.
- Assemble Council's reports/information/name tags packages to be distributed upon registration.
- Shall report in writing to every Local Council meeting and Annual General Meeting.
- Be responsible for the registration of Council Representatives, Alternates and Guests,
- Shall co-ordinate all matters necessary for Local attendance at the AUPE Convention, including: purchasing and maintaining supplies for Local Hospitality Room in conjunction with the Local Treasurer.
- For Convention ensure accommodations are available
- Distribute credentials for Convention.

NOMINEES FOR CONVENTION DELEGATES

Per the AUPE Constitution

22.03 (d) The Annual General Meeting of the Local Council:
 shall elect delegates to the Union Convention

Local 001 Policy

- The Chapter shall nominate members, for election by Local Council, as delegates and alternates to the AUPE Convention.
- There shall be one nominee for 100 or less members and one additional nominee for each additional 100 members or portion thereof.
- Delegate nominees are to be ranked in order of priority for election by Council.
- Delegate nominee alternates shall be ranked in order of priority to replace delegate nominees, if necessary.

OCCUPATION HEALTH SAFETY AND WELLES (OHS&W) LIAISON

Per the AUPE Constitution

15.07 (e) The Occupational Health and Safety Committee shall:
 ii) promote the Occupational Health and Safety education of the union members;
 iii) ensure that the membership is informed of all relevant information on Occupational Health and Safety;

Local 001 Policy

- Attend AUPE Standing committee meetings on OHS.
- Will report to Local Council.

NOTE:

Local 001 Elected Position Responsibilities are to be reviewed on an annual [2009-09-26]
basis by Local 001 Executive.

1. GENERAL

- A. In the event of a picket, a call for financial support from Local 001 shall be considered via a written request from the organization seeking our support and co-operation in their struggle. [2012 01 21]
- B. That any requests for political campaign contributions will be put forth to Local Council. The person running for political office will make a presentation to Council. A vote by ballot will be conducted. If the vote is carried a maximum of \$500.00 will be made available. [2004 03 13]
- C. The Local Policy Manual will be included on the Local website. [2004 03 13]
- D. Local will post on their website a list of Chapters, Chapter location, elected Chapter Chairs and Council Representatives, including contact information (email addresses only) [2008 01 26]
- E. Local Members who have approved time off to attend any AUPE function and are unable to attend the function shall notify the Chair of the Local. Failure to attend shall result in cancellation of time off. [2010 01 16]



2. CHAPTERS

- A. All Chapters, who require money, shall request it through the Local 001 Treasurer only. All expenses must be supported by receipts, and the Local 001 Finance Mandate must be adhered to [2004 03 13]
- B. Life Members originating from their Chapter and ex-officio members of the Local/Union shall not be counted as part of the two (2) guest quota for Chapter Annual General Meetings. [2006 05 04]
- C. Each Chapter shall follow the Local 001 Travel and Subsistence Regulations (Subsistence Rates) for the Annual General Meeting (dinner meeting) one (1) time per year. [2009 01 17]
- D. In the event a Chapter AGM does not have quorum at its first call and avails itself of the dinner allowance, a second dinner allowance will not be paid at the second AGM call. [2004 03 13]
- E. Local 001 Treasurer will endeavor to send a cheque with a designated person to cover the cost of the Chapter AGM if other arrangements cannot be made. [2004 03 13]
- F. Local 001 Chair or designate may attend all Chapter Annual General Meetings. [2004 03 13]
- G. All Chapter Executive Committees shall notify the Local 001 Executive Committee of all Chapter meetings. [2004 03 13]
- H. The minutes, sign-in sheets, completed Chapter Election forms and resolutions from Local Chapter will be submitted to the Local Secretary via the MSO within one month. The Chapter Secretary will follow-up with the Regional Office if the MSO fail to do so. The Chapter Secretary shall indicate a "cc" to the Local 001 Secretary on the minutes. [2006 05 28]
- I. Chapters are encouraged to hold regular meetings. If any costs are to be incurred, prior approval must be obtained from the Local Treasurer and/or Local Chair. [2006 05 28]
- J. Local 001 Chapter Chairs will be notified prior to their Chapter AGM of the attendance record of their Chapter Council Representatives from all Local 001 Council meetings by the Local Secretary. [2009 01 17]
- K. Local Chapters will make an annual donation in the amount of \$500.00 to a charitable organization within each chapter;, no more than two charities per chapter shall be chosen. Donation recipients must be non-profit charitable groups operating within the community. Decision of the annual recipient is to be made at the Chapter Annual General Meeting. The Chapter Chair should inform the Local Treasurer of the charitable name and address [2012 05 26]



3. LOCAL 001 COUNCIL MEETINGS

- A. All motions and amendments made at Council Meetings are to be submitted in writing to the Secretary, at the time they are brought to the floor [2004 03 13]
- B. All observers from other Locals and Union staff members must obtain prior approval from the Local Executive to attend the Council meeting. The Chair may request that all non-approved observers leave the meeting. [2009 01 17]
- C. All observers to a Council meeting require prior approval of the Local and Chapter Chair, and to a maximum of six (6) observers will be allowed per meeting. Upon approval the Local will pay their expenses. Paid observers must be members of Local 001. The intent of this policy is to provide an opportunity to Local members to observe the role of the Council rep dealing with Local business. [2010 05 28]
- D. All reports and handouts at Local Council and Chapter meetings should be dated. This policy would include reports of the Executive Committee members at AGM's, proposed policies or guidelines, Convention Resolutions, lists of committee members, and any other handouts at Local Council meetings. [2004 03 13]
- All Local reports should be in writing.
- All Local members on AUPE Standing Committees report to Council for each Committee meeting attended.
- E. Council Representatives will contact the Local Secretary for Council meetings. Contact must be done whether or not they require room accommodation to establish quorum and meals. [2004 03 13]
- F. Local members who reside 100kms or more from the location of the scheduled event will have responsible expectations. If the scheduled event adjourns earlier than 4:00 p.m. they are encouraged to travel home. If extenuating circumstances occur, prior approval for expenses must be obtained by the Local Chair or Treasurer for any additional expenses. [2010 05 28]
- G. The Chair of Local shall notify the affected Chapter Chair, in writing, in the event that their Council Representative(s) failed to attend two (2) consecutive Council meetings. Subject to review by the Local 1 Executive, the Council Representative(s) may be advised to step down from the council position after failing to attend three (3) consecutive Council meetings. [2009 01 17]
- H. Council Meeting notice and materials i.e. agenda's, and reports will be posted on the Local Website. Council reps will be advised of the Council materials and documents by email prior to the meeting date. [2006 01 14]
- I. Local 001 Council will use union facilities, whenever possible. [2004 03 13]
- J. Last minute photocopying may be done at a reasonable rate, where applicable, upon approval from a Local Executive member. [2004 03 13]

- K. A summary of the motions requiring action that are passed at each Council meeting will be prepared and provided to the Council Representatives prior to the commencement of the next Council meeting (iMASS – Issue Motion Action Summary Sheet). This summary is to indicate a list of motions carried, the action taken and the status of each motion. If any motions have not been completed, they are to be included in future summaries. [2005 02 12]
- L. As per Article 30, Rules of Order 30 of the Constitution, Council will limit debate on the agenda items to ten (10) minutes with the exception of bargaining [2011 01 22]
- M. Entitled Local Council Reps have the choice, without the requirement of a medical note, and with no additional cost to the Council Rep, for either shared or single accommodation, during Local 001 Council meetings. This will not include Convention. [2007 09 08]
- N. Local will no longer distribute the Correspondence List to the Council Reps. The list will be retained in the Council Package in the Local Office. [2009 09 26]
- O. Local Council Meeting will be held outside of the City of Edmonton once per year. [2009 09 26]
- P. The attendance record of all council reps for all council meetings will be posted in on the website. That Local attendance list will be emailed to the Chapter Chair after each Council meeting. [2011 05 14]
- Q. That Local 001 have the AGM for two days [2009 09 26]
- R. All Local Council meetings including the AGM maybe held up to a maximum of two days depending on agenda items [2010 01 16]

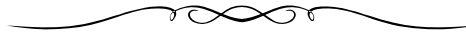


4. COMMITTEES

A. Policy Guidelines for Local 001 Committees

1. The following policy pertains to any committee established by Local 001:
 - (a) To ensure maximum participation, Council members are eligible to sit on any Local established committee. A member may not sit on more than two (2) established committees at one time. [2009 01 17]
 - (b) Members of all Local committees shall be elected from Council Representatives at the Annual General Meeting (AGM) of the Local in an election year, or as deemed necessary throughout the year.
 - (c) (The term of the office shall be two (2) years for those elected at the Local AGM. Other terms shall be until the next local AGM.
 - (d) If a committee member is no longer a member of Local Council, they cease to be a member of the committee.
 - (e) Each committee will be comprised of five (5) members. The exception to this the Administrative Support Review committee which will have a minimum of five (5)members, but a maximum of ten(10) members
 - (f) The Committee Chair shall notify the Local Chair, in writing, in the event that their Council Representative(s) failed to attend two (2) consecutive Committee meetings. Subject to review by the Local Executive, the Council Representative(s) may be advised to step down from the Committee position.
 - (g) The Committee shall prepare and distribute minutes of the meeting to the Executive Liaison for review within 30 days of the day of the meeting.
 - (h) All minutes from Committee meetings are to be sent electronically to the Local Secretary prior to each Council Meeting. [2009 09 26]
 - (i) Committee meetings should be held at the location where the majority of the members reside If questionable about the location, obtain permission of the Local 001 Chair or Treasurer. [2010 05 28]
 - (j) A Local council member may only chair one committee. [2010 09 25]
 - (k) With the exception of the Local Bargaining/ERC and Finance Events Committees, all other Local 001 committees will report to the January Council meeting in election years as of their current activity level and viability. [2010 09 25]
 - (l) With the exception of the Local 001 Bargaining/ERC, Finance and Events Committee, in an election year Local 001 council will vote on whether current Local 001 committees are viable and will continue or be stood down. [2010 09 25]

2. The Executive Committee of Local 001 shall appoint, from amongst its members, a liaison to each Local 001 established committee. [2004 03 13]
3. Prior to calling a meeting, the Committee Chair shall ensure the following criteria are met:
 - (a) That the Chair and the Treasurer of Local 001 are informed.
 - (b) That quorum is available; liaison is not counted for quorum.
 - (c) That fiscal considerations are taken into account when setting the time, date and location of the meeting.
 - d) After the meeting let the Local Treasurer know who attended. [2004 03 13]
See attached guideline "How to Prepare for a Meeting"
4. The Committee shall ensure that minutes are properly recorded and dated for each meeting. [2004 03 13]
5. At the end of the Committee term, all materials shall be turned over to the Executive liaison. [2004 03 13]
6. Each Local 001 Committee Chair shall inform the Local 001 Executive, in writing, of their Committee mandate prior to the Annual General Meeting of the Local, with the exception of the Executive, Bargaining and Events Committees. [2006 05 04]
7. As per the Article 18.01 H (ii) the Provincial Executive Member - The Local 001 Executive Committee shall annually inform the President and the Provincial Executive Committee in writing of the concerns of the Local. [2006 05 04]
8. That each Local 001 Committee prepare an Issue Motion Action Status Summary (iMASS) each time they meet to be included with the minutes of that Committee. [2008 05 31]
9. That each Local 001 Committee Report to Local 001 Council contain the attendance record of the Committee members from all their previous Committee meetings. [2009 01 19]
10. That Local 001 Committee reports and/or minutes that are passed at Local 001 Council, be included on the Local 001 Webpage. [2009 09 26]



B. Administration Review Support Liaison

1. Deal with issues with the Administration Support series that include General Administrative, Classification issues, inequalities, PREP (Point Rating Evaluation Process) & benchmarks. [2008 05 31]
2. To liaison with the following: Classification MSO, Bargaining, Employee Relations, Mobilization and Quality Assurance Advisory Committees (QAAC).
3. Report progress to Local 001 Council meetings, via reports.



C. Bargaining/Employee Relations Committee

1. The Chair of Local 001 and the Local 001 Bargaining Committee shall form the Employee Relations Committee. Their mandate is encompassed by Article 16 and the Letters of Intent contained in the Local 001 Collective Agreement. [2005 05 28]
2. The Chair of Local 001 and the Chair of the Local 001 Bargaining Committee will be Co-Chairs of the Employee Relations Committee. [2009 09 26]
3. In the absence of a Committee member, the alternate to the Local 001 Bargaining/Employee Relations Committee shall sit as a full member with full voice and vote. [2004 03 13]



D. Executive Committee

1. Conference calls and e-mails will be used to keep the Local 001 Executive up-to-date, as required. [2004 03 13]
2. The current Local 001 Life Membership criteria package shall be distributed to Local 001 Chapters in their AGM information package. [2006 05 04]
3. That all Committee reports be available, prior to each Local 001 Council Meeting. [2004 03 13]
4. The names of elected members failing to attend a designated Local 001 union function (i.e. Local 001 Council, Local 001 Committees, AUPE Convention) without justification will be included on the correspondence list, the attendance record, and reported to council. [2012 01 21]
5. A current inventory of all Local 001 assets, i.e. equipment and furniture, will be maintained by the Local 001 Secretary. [2004 03 13]
6. The Alternate Provincial Executive (PE) Representative may attend all PE meetings at Local 001 expense. [2004 03 13]
7. When the Alternate PE Representative attends PE meetings in the absence of the PE Representative, the Alternate PE Representative shall submit a written report within seven (7) days to the members of the Executive Committee and shall report to the next Local 001 Council meeting. [2004 03 13]
8. The Local 001 Secretary will maintain a current Local 001 Policy Manual. [2004 03 13]
9. Local 001 Executive members and Alternate PE Representative are entitled to claim for a long distance calling plan. They may subscribe to a long distance calling plan to a maximum of \$25.00/month. [2009 01 17]
10. Local 001 Executive members and Alternate PE Representative, and Local 001 Events Committee Chair get reimbursement for an internet plan to a maximum of \$75.00/month. Additional charges for anti-virus, firewall protection or spam blockers will not be allowed. [2009 01 17]
11. Local 001 Executive members and Alternate PE Representative are encouraged to utilize a cellular plan that suits their individual usage and communicate the plan with the Local 001 Treasurer. Member will be reimbursed for such costs with a receipt. [2006 05 27]
12. The Local 001 Executive may meet with the Local Chapter Chairs at least once a year outside of their Annual General Meeting. [2009 01 17]

13. The honorariums of the Local 001 Executive shall be paid twice yearly amounts in May and December of each year. Total yearly amounts shall be as follows:

Chair	\$2,000.00
Vice Chair	\$2,000.00
Provincial Executive	\$2,000.00
Treasurer	\$2,000.00
Secretary	\$2,000.00
Alternate Provincial Executive	\$1,000.00

During bargaining years the Local 001 Chair of the Bargaining Committee shall receive \$1,000.00.

That the alternate PE representative, if does not already hold an Executive position on Local 001, be entitled a \$1,000.00 honorarium per year. They will also be included to the long distance, internet and cell phone plan as outlined in the Local 001 policy manual. [2013 05 25]

14. That the Local 001 Treasurer purchase an RRSP by December 31 of each year for each Local 001 Executive position (Chair, Vice-Chair, Secretary, Treasurer, PE Representative), as well as the Local 001 Bargaining Chair (only during active bargaining years), in the amount of \$1,000 per year made payable to the financial institution of their choice. [2008 01 26]

15. That the Local 001 Executive be given the first opportunity to purchase their desktop or laptop computer when it is being refreshed. These computers will be sold for \$25.00. If the Executive does not want the computer, it will be raffled off at the next Local 001 Council meeting for \$25.00. [2008 05 31]

16. That Local 001 give any outgoing Executive member at gift/cash their option, not to exceed \$499. [2009 09 26]



E. Finance Committee

1. That all expenses be paid by the Local for Executive members attending Chapter meetings. [2004 03 13]
2. Expenses will be considered by the Local 001 signing officers, to a maximum of \$500.00, with the exception of operating costs of the Local. Any expenses over \$500.00 and up to \$1,000.00 must be ratified by the Local 001 Finance Committee. Expenses over \$1,000.00 must be ratified by Local 001 Council prior to purchase. [2006 05 27]
3. That Local 001 continues to lease office space in Solidarity Place, for \$100.00 per month rent. [2004 03 13]
4. Written financial statements and reports will be available at every Local 001 Council meeting. [2004 03 13]
5. Members' expense claims should be submitted within thirty (30) days of the incurred expense. Claims submitted after 30 days may be denied. [2006 05 04]
6. Local 001 pins will be available from Local 001 Executive at no charge. [2004 03 13]
7. That Local 001 may establish their bank account with the same bank utilized by AUPE. [2004 03 13]
8. Any collections taken at the Local 001 Council Meeting will be collected by the Finance Committee, counted and turned over to the Local 001 Treasurer to be recorded and disbursed. [2004 03 13]
9. Local 001 Finance Committee will review cancelled cheques and bank statements at each Local 001 Council meeting or Finance Committee meeting, pursuant to AUPE policy. [2004 03 13]
10. That all Local 001 members flying on Local 001 business, must have prior approval from the Local 001 Treasurer. Tickets should be obtained as far in advance as possible. [2004 03 13]
11. That Local 001 establish an agreement with AUPE Headquarters that an amount not exceeding \$5,000 per rebate be deducted by Headquarters to cover Local 001 expenses incurred. [2004 03 13]
12. The Treasurer and Chair will have signing authority on all accounts. One of the remaining Executive will be established to be the third person with signing authority. [2009 01 17]
13. Local 001 will purchase items for convention/council representatives each year. Enough of these items will also be purchased to include door prizes for the Chapter AGMs. This will be based on the same formula as electing council representatives – one for each 100 members or portion thereof. [2007 05 26]
14. Child Care expenses will be adjusted to meet AUPE rates. [2007 05 26]

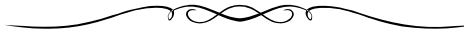
15. External Donations:

1. A written request or formal presentation to Local 001 Council is required.
2. Organizations that align their values with the trade movement and/or humanitarian issues will be made priority for donations.
3. By vote of Local 001 Council, donations should not exceed \$2,000.00 per request, unless amended by Local Council.
4. No donation will be made during any financial difficulty of Local 001.
5. Consideration of the present and future value to Local 001 members must be addressed.



F. Events Committee (EC)

1. Coordinate all matters necessary for a Local 001 Council meeting, including arranging accommodations, ensure meals are available for all Council representatives and guests, provide liquid refreshments for Council meetings, and be responsible for the registration of representatives, alternates and guests.
2. Arrange for distribution of reports at Council meetings and signing in of the Council Members.
3. Report to every Local 001 Council Meeting and AGM.
4. Coordinate all matters necessary for Local 001's attendance at the AUPE Convention, including: ensure accommodations are available, purchase and maintain supplies for the hospitality room, host and distribute credentials.
5. The Chair, Vice-Chair, Secretary, Treasurer, PE Representative and one member of the Local 001 EC stay at the hotel during AUPE Convention at Local 001 expense, unless their expenses are being paid by AUPE Headquarters. If one of the Executive members is running for an AUPE Executive position their room costs will not be covered by Local 001.
6. If the Chair/designate of the Local 001 EC is seeking an elected position at AUPE Convention, an Alternate from EC will replace that person in receiving room status and expense.
7. The EC, in conjunction with Local 001 Council, set the hours of the Local 001 hospitality room for AUPE convention at the meeting prior to convention.
8. That all Local 001 Convention delegates shall have a room based on double occupancy, from the night of registration through to the end of convention for every convention year. No in-town mileage or parking fees will be paid by the Local as it is AUPE's responsibilities. [2005 09 17]



G. Occupational Health, Safety and Wellness Liaison

1. Local 001 will have a liaison to the AUPE OH&S standing committee who will report to Council



H. Policy and Resolutions Committee

1. To review any policies, motions and resolutions provided to the committee and make recommendations or changes as required
2. To meet when required with the majority of communication to be via email, or when necessary, by teleconference.
3. Face to face meetings will be held only when required with a minimum of at least one face to face meeting per year.
4. Shall maintain the Local Policy Manual.
5. Write and review resolutions for convention.



5. CONFERENCES, SEMINARS, LABOUR SCHOOLS, etc.

A. General

When ballots are counted during elections for delegate status or attendance at conferences or workshops, there will be a list of successful candidates, as well as an alternate list ranked from greatest to least number of votes [2004 03 13]



B. Guidelines for Labour Schools

1. Nominees must meet AUPE's criteria for Labour Education School.
2. Nominees must be an active Union member within Local 001, their Chapter or worksite.
3. Chapter Chair to provide background information when submitting names, to the Local 001 Chair.
4. Emphasis should not be placed solely on new members, but equal consideration should be given to those who have attended in the past.
5. When establishing who shall attend the schools, it should be taken into consideration if someone was registered in the past, and did not attend without sufficient notice or reason.
6. The Local 001 Executive will review all applications and select and submit approved applications to the appropriate AUPE Committee.
7. Delegates shall submit to the Local 001 Chair or Chapter Chair either a group or individual written report as required. [2009 01 17]
8. Local 001 create an attendance record for conferences, seminars and labour schools, etc. [2011 09 17]



C. Guidelines for Local 001 Members Elected to Attend

As an elected delegate from Local 001 to the various conferences, conventions, seminars, etc., you represent the members of Local 001. The members pay dues that pay for your attendance at these functions. Your behavior and obligations while attending functions on behalf of Local 001 are a reflection of the Local.

1. The delegate shall check and receive the approval of his/her supervisor when appropriate, as to time-off immediately upon being elected. When time-off is denied, the elected delegate shall immediately notify the Local Chairperson.
2. Those delegates who do not notify the Local 001 Chair and do not attend without good reason may have the amount of the expenses incurred on their behalf, deducted from any expense claims submitted to Local 001, until that amount has been recovered.
3. Each delegate shall attend every session of the function to which they were elected, unless they are on a Committee, in which case the delegate shall advise the Chair of Local 001 or designate, in advance.
4. Delegates are to advise the Local 001 Chair when they are unable to attend a session of the function, portion thereof, or when they are unable to attend the balance of the function.
5. Delegates shall submit to the Local 001 Chair or Chapter Chair either a group or individual written report as required.
6. Delegates shall support the intent of all resolutions passed by Local 001 Council and forwarded to Conventions. If a delegate cannot support the resolution, then they should abstain.
7. The Chair of Local 001 shall notify the effected Chapter Executive Committee, in writing asap, in the event that their delegate failed to comply with these guidelines. A copy of the notification will be included in the correspondence list, attendance record and reported to council. [2012 01 21]
8. When the Local 001 delegates are registered for a function, a copy of the captionally noted guidelines shall be included with their delegate package.
9. Delegates are to attend Local 001 Caucus meetings when called. [2004 03 13]
10. The delegates and alternates at Chapter AGMs for AUPE Convention will be those elected as nominees at the Chapter level. They will be delegates as ranked at the Chapter level, with exception of those delegates who did not fulfill the guidelines for Local 001 members elected to attend Convention, who will be placed at the bottom of the list. [2008 01 26]



6. AUPE CONVENTIONS

A. Delegates

That the Delegates to Convention shall be properly elected nominees from the Chapters ranked in order of most votes. In the event Delegates are unable to attend, properly ranked nominated alternates from the same Chapter shall be the Delegates, and any remaining/unused credentials shall be distributed to other Chapters [2009 01 17]]

B. Local 001 Policy on Allocation of Credentials to AUPE Convention

These procedures are followed for the allocation of credentials to AUPE Convention:

1. AUPE Headquarters and Local 001's Secretary receives all Annual General Meeting Minutes and a nominee list of elected delegates and alternates will be established Chapter by Chapter.
2. Local 001 Chair or designate will then phone all nominees to confirm attendance. If they are unable to attend or are no longer a member of Local 001, duly elected alternates will be contacted
3. In the event a Chapter is not able to fill their full allocation of credentials, an effort will be made to send alternates from other Chapters of Local 001 that are in the geographic area.

Credentials will be allocated based on Chapter size as of December 31 of the year immediately preceding convention. Preference will be given to properly elected nominees/alternates that are current council representatives regardless of their ranking at the Chapter's AGM. [2006 05 04]

4. All remaining credentials will then be allocated to duly elected alternates from the established Chapter lists. [2004 03 13]

C. Caucus Policy

1. The local Chair, or his/her designate, shall be the Caucus Chair. Such meetings of caucus shall be called at the discretion of the Chair.
2. Caucus shall be the decision making forum of Local 001 delegates to AUPE Convention, and shall be comprised only of Local 001 delegates. Guests will be allowed at the discretion of the Caucus for clarification of issues under discussion.
3. Prior to AUPE Convention, the Local's Executive Committee shall meet to prepare a list of the resolutions that they believe will have a major and significant effect on Local 001, and thus will require a Caucus decision. In addition to the resolutions presented, any member shall have the right to bring up, prior to or during Convention, any resolution that he/she deems important to Local 001.
4. All delegates shall attend Caucus. Every effort shall be made by the Caucus Chair to inform all delegates of each Caucus meeting.
5. The Caucus Chair shall ensure free and open debate. The Rules of Order shall apply.
6. Quorum shall be deemed to be fifty percent plus one (50 + 1) of all delegates for all Caucus meetings. Caucus decisions require a two-thirds (2/3) majority vote of those delegates present and voting.
7. Local 001 delegates shall be provided with a list of all Caucus decisions as expeditiously as possible. To encourage support of Caucus decisions on the Convention floor, the Caucus Chair shall provide rationale to the delegates.
8. In so far as possible, the Caucus Chair shall ensure that block seating is available to Local 001 delegates. Local 001 delegates are encouraged to sit in the designated area. [2009 09 26]



7. AWARDS AND RECOGNITION

A. Local 001 Life Membership

Granting of Local 001 Life Membership is the highest honor our Local can bestow on a former Local 001 member for meritorious service, and should not be taken lightly or granted indiscriminately.

As per the Constitution of the Alberta Union of Provincial Employees, Article 4, the policy and criteria of Local 001 Life Membership shall be:

1. Policy

- i. Nominations for Local 001 Life Membership must be ratified by a majority of the Chapter members who are present and entitled to vote at a Chapter meeting.
- ii. Nominations from Chapters, accompanied by a written summation of each nominee's past involvement shall be forwarded through the Chair of Local 001. The Local Executive shall review the applications.
- iii. The Local Chair shall inform each nominee or family (if posthumously) of the Executive Committee's decision to present Local 001 Life Membership prior to the Local Annual General Meeting; Notification of this decision will also be forwarded to the nominee's Chapter Chair.
- iv. At the choice of the Local 001 Life Member or family, a presentation in recognition of their service will take place at the Annual General Meeting of Local 001, the nominee's Chapter or at an appropriate Union function. Expenses of the Local Life Member will be Local 001's responsibility.
- v. Life Members may attend all general meetings held by their Chapter and the Annual General Meeting of the Local. Mileage will be reimbursed within the boundaries of Alberta only (per family). Accommodation will be reimbursed on the basis of one room for one night (per family). One breakfast and one dinner may be claimed (per person). Additional accommodations and meals may be approved by the Local 001 Treasurer. All expenses must have prior approval from the Local 001 Treasurer.
- vi. Names of those members who are receiving Local Life Membership, who qualify for AUPE Life Membership, be forwarded to AUPE Executive.
- vii. Local 001 pay the first time registration fee of \$5.00 per member for Life Members for Retirees Union. [2006 05 04]
- viii. In extenuating circumstances, the Local 001 Executive Committee shall be allowed to put names forward for Local 001 Life Membership when the member's Chapter fails to do so. [2007 05 26]

2. Criteria

- i. A nominee must have been a member of the Alberta Union of Provincial Employees (AUPE) for not less than ten (10) years.
- ii. Nominees must be retired or have left Local 001. Nominees must have provided special contributions to Local 001 on a Local, Provincial or Chapter basis in four (4) or more of the following areas with two (2) being at Local 001 level:
 - Served on a Local 001 Committee(s).
 - Served on an AUPE Standing Committee(s).
 - Attended a convention (either AUPE or affiliate).
 - Served as an Executive Officer of the Local, Chapter or Area Council.
 - Actively encouraged other members to attend meetings (either at the Chapter or Local level) and kept members informed about Union.
- iii. This award is to be given for the purpose it is intended and extreme exceptions will be considered by the Local 001 Executive Committee. [2006 05 04]

B. Presentation of 30-Year or Greater Service Pin and Plaque

- i. In January of each year, the Chapter Chair shall request a list through their appropriate MSO of those members in their Chapter eligible to receive their 30-year or greater (in 5-year increments) pin and plaque.
- ii. The Chapter Chair shall invite (letter or e-mail) and advise each of those members of the award details and presentation at the Chapter AGM.
- iii. The Chapter Chair shall then inform the appropriate MSO of the eligible members and request/order the pin and plaque. The cost of the plaque is the responsibility of Local 001; therefore the Local 001 Treasurer shall also be advised.
- iv. The eligibility list shall be returned to the appropriate MSO within ten (10) days after the Chapter AGM. [2011 01 22]



C. Local 001 Appreciation Award

To recognize an outstanding contribution made by an individual(s) for the betterment of Local 001.

1. Policy

- i. Nominations will be received in writing, preferably two months prior to Local 001's Annual General Meeting. The nomination will include the nominee's name, contact information, justification, including history with Local 001. The nomination will be forwarded to the Executive of Local of Local 001 and will be presented to the Council to be voted on.
- ii. Upon ratification of information, final selection for presentation will be made by the Local 001 EC Committee.
- iii. The recipient or family if posthumously will be notified of the Committee's decision and will be contacted to determine where they want the presentation to take place, at the Chapter AGM or Local 001 Council AGM.
- iv. Presentation to the recipient(s) will be done as specified by the recipient/family by the highest elected union official present from Local 001. Expenses of the recipient(s) will be Local 001's responsibility. [2010 10 16]

2. Criteria

- i. The nominee(s) must have shown outstanding positive involvement with Local 001, through one or more contributions.
- ii. The nominee(s) who do not qualify to be recognized under the Local 001 Life Membership Policy will be considered for this award.
- iii. The nominee(s) must be in good standing with the Alberta Union of Provincial Employees.
- iv. The nominee(s) has not been a previous recipient of the award.
- v. The granting of the Local 001 Appreciation Certificate and the Local 001 pin is an extreme honour given from Local 001. This is our strongest way of showing our appreciation for outstanding assistance received, and to thank the recipient. [2006 05 04]



**ALBERTA UNION OF PROVINCIAL EMPLOYEES
LOCAL 001
RECOGNITION FORM
for
LOCAL 001 LIFE MEMBERSHIP or APPRECIATION AWARD
NOMINATION FOR RECOGNITION**

DATE OF MEETING	NOMINATED FOR (check one)
NOMINATION MADE BY	Local 001 Life Member <input type="checkbox"/>
	Appreciation Award <input type="checkbox"/>

NOMINEE INFORMATION

NAME	CHAPTER #	HOME #
ADDRESS	MEMBER #	WORK #
	DATE JOINED AUPE	

HISTORY OF INVOLVEMENT

CHAPTER		LOCAL 001		AUPE		NATIONAL/OTHER	
DATE	ACTIVITY	DATE	ACTIVITY	DATE	ACTIVITY	DATE	ACTIVITY

ADDITIONAL COMMENTS CONCERNING THE NOMINEE

Any additional information should be noted on the back of this form or as an attachment.

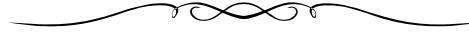
NOMINEES' FORUM FOR PRESENTATION

LOCAL 001 LIFE MEMBERSHIP (check one)	LOCAL 001 APPRECIATION AWARD (check one)
<input type="checkbox"/> Local 001 Annual General Meeting	<input type="checkbox"/> Local 001 Annual General Meeting
<input type="checkbox"/> Chapter Annual General Meeting	<input type="checkbox"/> Other

PLEASE FORWARD THE COMPLETED FORM TO THE LOCAL 001 SECRETARY

D. Local 001 Union Steward Meeting and Recognition

1. That Local 001 hold a Local 001 Union Steward meeting a minimum of once a year commencing in 2011 to recognize our Union Stewards and to discuss issues affecting Local 001.



E. Retirement Policy

1. If the retiree has completed 25 years or more of service with the government and the Local 001 Executive is given advanced notice of a retirement event, the Local may purchase up to \$50.00 (total cost) for flowers or a gift. [2012 01 21]
2. That Local 001 Executive make an exception for the retirement flowers where they are not accepted due to allergies or dislike for flowers and the retiree has requested a gift card not to exceed \$50.00 plus GST in value. Many people are moving after their retirements and would appreciate a gift card, rather than an item they cannot take with them. [2014 01 18]



8. LOCAL 001 TRAVEL AND SUBSISTANCE REGULATIONS

1. Expense claims must be properly completed – print legibly; fill out the complete name and address, city, and postal code. Claims must be signed to verify the expenditure and receipts must accompany claim.
2. Where possible, members should share one car when traveling long distances from the same place.
3. Prior authorization must be obtained for air travel and additional nights of accommodation from the Local 001 Treasurer or if unable to contact the Treasurer, the Chair of the Local.
4. A receipt must accompany all claims for taxi, airport shuttle, bus or parking and accommodations not prepaid by Local 001. The airport shuttle must be used unless there are extenuating circumstances that permit otherwise.
5. Travel time for Local 001 business shall be granted by the Local Chair or Treasurer based on geographical location of member. If a member resides 100 km or less from the location of the scheduled event, no time off for travel purposes will be provided. The following shall be used as a guide for issuing time off for travel purposes to Edmonton based events: [2010 01 16]
 That Local 001 members who reside 100 kms or more from the location of the scheduled event have responsible expectations. If the scheduled event adjourns earlier than 4:00 p.m. they are encouraged to travel home. If extenuating circumstances occur prior approval must be obtained by the Local 001 Chair or Treasurer when at Local 001 expense. [2010 05 28]

City/Town	Maximum time off (am = 3.75 hrs; pm = 3.50 hrs)	[2008 01 26]
Calgary	3.50 hours	
Red Deer	3.50 hours	
Lethbridge	7.25 hours	
Medicine Hat	7.25 hours	
Slave Lake	3.50 hours	
Peace River	7.25 hours	
Whitecourt	3.50 hours	
Edson	3.50 hours	
Grande Prairie	7.25 hours	

6. Subsistence Rates:

Breakfast	\$12.00	if departure is earlier or time of return is later than 7:30 A.M.
Lunch	\$14.00	if departure is earlier or time of return is later than 1:00 P.M.
Dinner	\$20.00	if departure is earlier or time of return is later than 6:30 P.M.

7. Childcare:

Childcare is reimbursable at \$9.95 per hour for the first child, an additional \$2.00/hour for each additional child, to a maximum of \$130.00 per day for the first child, and a maximum of \$26.00 per day for each additional child. All reimbursement claims must be accompanied by a signed receipt including the person's name, phone number and amount paid. Reimbursement will not be made for:

- childcare expenses that would have been incurred had the member been performing his/her normal work day;
- childcare that would have normally not have been paid, e.g. spouse/partner; and,
- for an in-town delegate, after the meeting and/or associated function has concluded.

8. Elder Care:

Elder care provisions will be made for elder care if they are a legal dependant of the claimant. This dependant must reside in the claimant's home. Where expenses are incurred by the claimant, i.e. to attend a meeting for Local 001 union business, prior authorization must be received from the Local 001 Chair or Treasurer. Rates will be reimbursed for actual expenses for the care, accompanied by an official original Invoice/Receipt from the service provider. For example, if Home Care services are required an official original receipt/invoice will be required and must contain the following:

- Name of claimant
- Name of dependant
- Date and time/hours of required care
- Name of provider/agency
- Hourly rate

9. Hotel Rooms:

[2010 01 16]

All members attending Local 001 activities will be expected to share accommodation, with the exception of Council meetings;, unless prior arrangements have been made, e.g. medical condition (must have a doctors note). If a member requests single accommodation, they will be responsible for paying the additional cost of the room. Members traveling to the place of the Local 001 union activity shall reside more than 100 kilometers away from the location of the union activity to qualify for hotel accommodations.

10. Private accommodation may be claimed at \$30.00 per night without a receipt.

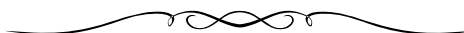
11. Per Diem:

Ten dollars (\$10.00) for each overnight period away from your residence.

12. Telephone Expenses:

[2009 01 17]

Claims for telephone expenses legitimately incurred for Union business must be accompanied by corresponding receipts, for each 24-hour period. Phone bills should accompany this claim.



PERSONAL EXPENSE CLAIM

AUPE LOCAL 001

(Please print or type)

MEMBER NUMBER

SURNAME		GIVEN NAME		CHAPTER	
ADDRESS		CITY		POSTAL CODE	
				PHONE(h)	
				PHONE(w)	
LOCATION OF ACTIVITY			TYPE OF ACTIVITY		

DATE 2015	DEPARTURE ARRIVAL TIMES	DESCRIPTION	MILEAGE	B	L	D	MEAL AMOUNT	ACCOM AMOUNT	PER DIEM & OTHER
TOTALS									
Total _____ kms @ .52/km =\$			km						

- Breakfast \$12.00
- Lunch \$14.00
- Dinner \$20.00
- Overnight exp. \$10.00/night
- Mileage .52¢/km
- Child care: Up to: \$9.95/hr/1 child
- \$2.00/hr/additional child
- max \$26.00 each additional child
- Maximum \$130/day
- Private Accommodations \$30.00
- Google Map mileage – most direct route will apply**

TOTAL AMOUNT OF CLAIM	\$
LESS ACCOUNTABLE ADVANCE	\$
AMOUNT DUE/AMOUNT OWING	\$

RECEIPTS ARE REQUIRED PRIOR TO PAYMENT

I hereby certify that the above claim was incurred on AUPE-Local 001 business and that the amounts have not been previously claimed by me or on my behalf.	
SIGNATURE	
DATE	

Cheque # _____

Date _____

Amount _____

Kathleen Buss- Treasurer, Local 001
 Box # 1855
 ATHABASCA, AB T9S 2B5
 780 954 - 2627 (h)
 780 349 -1698 (c)
quilterbuss@gmail.com

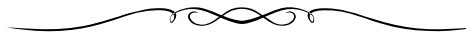
Subsistence Rates:

- Breakfast \$12.00 may be claimed if departure is earlier or time of return is later than 7:30 AM
- Lunch \$14.00 may be claimed if departure is earlier or time of return is later than 1:00 PM
- Dinner \$20.00 may be claimed if departure is earlier or time of return is later than 6:30 PM

Reimbursement of Child Care Expenses

[2006 05 04]

- A. This policy will apply to Local 001 members when attending any Union function, which is reimbursed entirely by the Local.
- B. Rate \$9.95 per hour to a maximum of \$130.00 per 24-hour period, \$2.00 per hour for each additional child to a maximum of \$26.00 for each additional child.
- C. All claims for reimbursement under this policy must be accompanied by a signed receipt (copy of receipt following).
- D. Reimbursement will not be made for:
 - 1. Child care expenses that would have been incurred had that member been performing his/her work that day.
 - 2. Childcare that would normally have not been paid; e.g. spouse/partner.
 - 3. For an in-town delegate, after the meeting and/or associated function has been concluded.
- E. Reimbursement will be made, to a maximum of \$20.00, for babysitting transportation costs, where necessary.
- F. Where extenuating circumstances exist, exceptions may be made with the prior approval of the Local 001 Chair or Treasurer.
- G. Local 001 accepts no legal responsibility as to the arrangements made by the parents or guardians.
- H. The Local reserves the right to examine any and all claims with respect to this policy.
- I. A Local 001 Childcare Information Sheet will be on file for each member submitting childcare claims.



Child Care Receipt

CHILD CARE RECEIPT

DATE:

To Whom It May Concern:

I _____ hereby acknowledge receipt of the amount of \$_____ for child care services provided by me on _____ for the child(ren); namely _____ to enable their parent _____ to attend AUPE function _on _____ in _____, from (time) _____ to _____ .

Signature of Childcare Provider

Print Name & Phone Number

Rates: up to \$9.95 per hr/1st child

\$2.00/hr/additional child maximum \$26.00 each additional child

Maximum \$130.00/day based on 24 hours absences

Note: Maximum amounts are based on 24 hour absences only.

Normal guidelines for hourly absences for childcare include children 0 - 12.

Reimbursements will be made, to a maximum of \$20.00 for babysitter transportation costs, with substantiated receipts where necessary.

Normal guidelines for hourly absences for childcare include children 0 - 12.

Reimbursements will be made, to a maximum of \$20.00 for babysitter transportation costs, with substantiated receipts where necessary.

9. LOCAL 001 LEARNING AND WELLNESS, AND EDUCATION BURSARIES

- A. A total of 75 bursaries for each Learning and Wellness and Education will be awarded annually. The combined total for both programs is not to exceed \$67,500 annually [2010 05 28]
- B. That the Local 001 Learning and Wellness, and Education Bursaries each be \$450.00 each. [2010 05 28]
- C. Policy that all receipts for reimbursement need to be submitted to the Local 001 Treasurer no later than December 31 of the year awarded.

Application forms and criteria for both programs continue on the following pages. They are also available on the Local 001 web site.



Learning and Wellness Application and Criteria

Local 001 Learning & Wellness 2014

75 Local 001 Learning and Wellness Bursaries will be awarded on a draw basis for up to a maximum of \$450.00, based on receipts received.

*****These Learning and Wellness Bursaries are for the Local 001 member only. Only the Education bursary is open to Local 001 members and their immediate family.**

Eligible members can access up to \$450.00 per year to support their own learning, development, health and wellness.

- Must complete the Local 001 – **Learning, Wellness Bursary Application Section A and Section B**, and **mail to the Treasurer (must be received no later than July 15th)** we will not accept faxed copies or copies that are not sent to the Treasurer. Ensure that the application is filled in completely and includes the members year of commencement and Local 001 classification. Incomplete forms may be ineligible.
- **All receipts must be in the employees name**
- All purchases must fall within the parameters of the list of eligible purchases.
- If unsure of purchase, check with the Local 001 Treasurer before making purchase.
- Employees may only submit one application per member. They may include several receipts to total the \$450.00 amount. **NOTE Submit your receipts all together to Treasurer, as only one payment will be made to the member. No multiple submissions of receipts accepted.**
- Must submit proof of payment so that the monies can be issued before December 31st or forfeit bursary.
- Receipts are eligible from July of the previous year to December 31 of the current year.
 - Must be a member in good standing , of Local 001 at the time of draw, this will include any member on an approved leave of absence of up to 1 year.
- **Applications will be received commencing May 1st through to July 15th of each year. Do not send in government courier! You should not be using government envelopes or government postage. This is your personal business and should be sent by you through Canada Post.**
- Draw will take place after July 15th of each year. **Only the winners will be notified after the draw.**
- Ensure that only one application is applied for on each Learning Wellness & Education Bursary Application form. **Not Eligible to qualify two Consecutive Years.**
- Winners names may be published by Local 001.

Local 001 Learning & Wellness

Descriptions of Eligible Purchases Effective May 1, 2007	Eligible Expenditure	Ineligible Expenditure
Books/Videos/Subscriptions - Can be claimed on the Learning & Wellness Bursary This is for the employee ONLY		
Internet service subscription fee	X	
Fitness and wellness instruction publications, subscriptions and videos	X	
Newspapers/general interest magazines subscription fees		X
Hobby publications		X
Book club/store membership		X
Fictional books		X
Internet service installation fee		X
Cameras		
Digital camera and software	X	
Web cam	X	
Digital video camera		X
Video camera		X
Regular or 35 mm camera		X
Computer		
Personal digital assistant; Palm Pilot, Blackberry, other electronic organizers	X	
Tower/hard drive, keyboard, mouse,	X	
Monitor	X	
Printer	X	
Laptop	X	
Standard business software and upgrades (eg. Excel, Word, PowerPoint, Antivirus, etc.)	X	
CD writer/DVD writer	X	
Scanner	X	
Voice recognition software	X	
Modem	X	
Toner/cartridge		X
Mouse pad		X
General office materials and supplies (paper, pens, etc)		X
Leasing		X
Greeting card software, computer games, learning software for children		X
Warranties - extra		X
Environmental fees		X
Speakers		X
LCD Projectors/iPod; MP3; GPS	X	
Home Network hardware	X	
IPads/ iPhone	X	

Descriptions of Eligible Purchases Effective May 1, 2007	Eligible Expenditure	Ineligible Expenditure
Health and Fitness – Can be claimed on the Learning & Wellness Bursary This is for the employee ONLY		
Stationary fitness equipment	X	
Health or nutritional education program costs (including diet programs)	X	
Organized fitness lessons (e.g. aerobics, aqua size, swimming lessons)	X	
Personal trainer, individual fitness lessons	X	
Fitness facility fees (regardless if paid annual, monthly or pay as you go)	X	
Supplies and non-stationary equipment for leisure, fitness, sporting and hobby activities (e.g. artist brushes, hockey sticks, woodworking equipment, pedometers, yoga mats/balls; exercise tubing, bicycles)		X
Nutritional supplements		X
Alternative medical treatments and enhancing group benefits, (e.g. Massage; chiropractic; acupuncture; hypnosis; glasses)		X
Medical equipment/supplies (e.g. heart monitors; blood pressure testing equipment; body composition devices; smoking cessation products; ergonomic equipment)		X
Sports fees (e.g. golf; curling; hockey, tennis, racketball)	X	
Sports equipment (e.g. golf; curling; hockey)		X
Psychological counseling services		X
Entertainment		
Cultural or recreational events (i.e. symphony, sport events)		X
Office Equipment		
Photocopiers		X
Fax machine		X
Furniture		X
Lights		X
Cell phone	X	
Installation of phone or phone bills		X
Other		
Insurance premiums payments		X
Travel subsistence costs related to training		X
Clothing/footwear		
Purchases for others		X
Repair bills		X
Entertainment equipment, (e.g. TV, DVD, VCR)	-	X

Descriptions of Eligible Purchases Effective April 1, 2005	Eligible Expenditure	Ineligible Expenditure
Health and Fitness – Can be claimed on the Learning & Wellness Bursary This is for the employee ONLY		
Courses which can be claimed on the Education Bursary for the employee and the employee's immediate family		
Training courses (including tuition, fees, books, etc)	X	
Career assessment services from qualified professional	X	
Symposiums, seminars, conferences	X	
Language courses	X	
Hobby or personal interest courses	X	
Music, singing, drama, instrument, dancing lessons or classes	X	

Local 001 - Learning, Wellness Bursary - For Local 001 Members ONLY

SECTION A Member Information The following section is to be completed by the Local 001 member (Please Print):

Member's Name (last, first)

Address	City/Town	Postal Code
Ministry & Job Classification i.e. Admin 4	Daytime Phone #	Home Phone #
Employee's Work E-mail Address	AUPE Member #	Date Employment Commenced
Social Insurance Number		

SECTION B Learning & Wellness This is for Local 001 Employees ONLY - Receipts must be in employees names

Winners will be notified once the draw takes place. Receipts can then be submitted for their purchase.

I certify that these funds will be used for the intended purposes.

I certify the above information to be true and complete.

I understand that misrepresentation constitutes fraud which is punishable under the Canadian Criminal Code.

Signature of Member

Date:

Submit the completed application form to:

Local 001 Finance Committee c/o

Kathleen Buss

Box # 1855

Athabasca, Ab

T9S 2B5

Do not send or use government courier or government postage, stationary/envelopes. This is union business, please use Canada Post . This is a home address, not a government address.

Please Note: Applications will be accepted by **MAIL ONLY From May 1st to July 15th** of each year

Applications received after July 15 will not be considered.

Attach Receipt or Proof of registration. If not possible, the Receipt or Proof of registration will be required prior to monies being issued. Winners names may be published by Local 001

Education Bursary Application and Criteria

Local 001 Education Bursary Criteria 2014

75 Local 001 Education Bursaries will be awarded on a draw basis for up to a maximum of \$450.00 based on receipts received.

This is for Local 001 members and their immediate family. Definition of immediate family for these bursaries is: member, spouse (including common law), son or daughter (including step children). Children (including step) must be not more than age 25 at the time of the draw.

- Must be over 17 years old.
- **Education bursary can only be awarded up to 2, per family, per qualifying year.**
- Registered in an educational course (personal and/or career development) must produce receipts or official registration (two year limitation) showing academic facility attending, program courses, and fees paid by identified by enrolled student name.
- Not eligible to qualify two consecutive years.
- Must be a member of Local 001 at the time of draw, this will include any member on an approved leave of absence of up to 1 year.
- Applications will be received commencing May 1st through to July 15th of each year.
- Must complete the Local 001 –**Education Bursary Application to apply for an Education Bursary**, and **mail to the Treasurer (must be received no later than July 15th)** we will not accept faxed copies or copies that are not sent to the Treasurer. Forms must be filled in completely make sure you indicate your commencement year and Local 001 classification of member. Incomplete forms may be ineligible.
- Must submit proof of payment so that the monies can be issued before December 31st or forfeit bursary.
- Receipts are eligible from July of the previous year to December 31 of the current year. Multiple receipts will be accepted ~ Submit all receipts at one time for payment up to the maximum \$450.00 by Local 001 Treasurer.
- If applying for more than one person for the Education Bursary these **MUST** be completed on separate forms. Only one form will be allowed per person
- A member may only submit one application per person but may attach more than one receipt to total up to the \$450.00 amount.
- Draw to take place after July 15th of each year. Only the winners will be notified after the draw.
- Winner's names may be published by Local 001.

Local 001 - Education Bursary Application

SECTION A Employee Information The following section is to be completed by the Local 001 member (Please Print Clearly):

Member's Name (last, first)

Address	City/Town	Postal Code
Ministry & Job Classification i.e Admin 4	Daytime Phone #	Home Phone #
Employee's Work E-mail Address	AUPE Member #	Date Employment Commenced

SECTION B Education Bursary This is for Local 001 Employee or Immediate Family

Student's Name (last , first)			
Address	City/Town	Postal Code	
Relationship to employee:	Date of Birth Day/Month/Year	Social Insurance Number	
Name of facility which is to be attended			
Name of program in which student is (or will be) enrolled	Period of study for which assistance is being requested	From	To

Have you ever received a Local 001 Education Bursary before?	No	Yes	If yes, Year
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I certify that these funds will be used by the noted education pursuits
 I certify the above information to be true and complete.
 I understand that misrepresentation constitutes fraud which is punishable under the Canadian Criminal Code.

Signature of Member	Date:
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Submit the completed application form to:

Local 001 Finance Committee c/o
Kathleen Buss
Box # 1855
Athabasca, Ab
T9S 2B5

Do not send or use government courier or government postage, stationary/envelopes. This is union business please use Canada Post . This is a home address, not a government address.

Please Note: Applications will be accepted by **MAIL ONLY From May 1st to July 15th of each year**
 Applications received after July 15 will not be considered.

Attach Receipt or Proof of registration. If not possible Receipt or Proof of registration will be required prior to monies being issued. Winners names may be published by Local 001.

10. DRAFT – HOW TO PREPARE FOR A MEETING

DRAFT

How to Prepare for a Committee Meeting

1. Do a poll of members, liaison and guests to confirm a meeting date/time/location
 - a. Ensure you will have quorum
 - b. Ensure you have a Local Liaison
2. Book facility/equipment and meal if required, arrange for access
3. Let members know meeting date/time/location
 - a. Request agenda items
 - b. Ask for confirmation of attendance, provide contact information if they need to cancel
 - c. Arrange for time off of members, if required (through the Local Chair)
 - d. Consider “Teleconference” meetings were possible – be sure to include a phone number for access
4. One week before the meeting date
 - a. Send out reminder
 - b. Include draft agenda
 - c. Include any attachments for meeting
 - d. Include expense claim
 - e. Include previous minutes
 - f. Remind member of teleconference information
5. Confirm with treasure who was in attendance (to process expense claims)
6. Distribute draft meeting minutes ASAP after the meeting, the committee should review them prior to presentation at Local Council

Basic Agenda Items

1. Introductions
 2. Confirm quorum
 3. Approval of Agenda
 4. Correspondence
 5. Previous Minutes
 6. Old Business
 7. New Business
 8. Next Meeting Date
 9. Adjourn
7. Be prepared to report to Local 001 Council about the outcome of the meeting(s).