

Alberta Union of Provincial Employees

Local 71

**POLICIES AND
PROCEDURES MANUAL**

May 2, 2009

Revised September 25, 2010

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

TERMS OF REFERENCE:

- 1) Finance Committee of Local 71 Shall consist of six (6) members to be elected at Local 071 Council AGM on election year.

- 2) The Finance Committee shall:
 - a) Make recommendations for the proper administration of the finances of the Local
 - b) Ensure that a proper and complete record of the financial affairs of the Local is accurately maintained at all times
 - c) Close the Local books within 24 months of the year end
 - d) Ensure that expenditures are lawfully made
 - e) Recommend to the Local Council, the transfer of budget allocations
 - f) Make recommendations to the Local Council with respect to the funding of components
 - g) Ensure financial statements are provided at each Local Council meeting
 - h) Make recommendations to the Local Council in respect to methods of financing and investments of the Local's funds
 - i) Review budgets of components, and where required approve, amend, or reject those budgets, and where appropriate, make recommendations to a component concerning its budget
 - i) Review the proposed annual budget of the Local as presented by the Treasurer and may amend or modify that budget
 - j) Present through its Chair, a proposed annual budget for the Local to the Local AGM
 - k) Review major expenditures which are not provided for in the annual budget

3) Operating Funds:

- a) Operating funds for each Chapter will where practicable equal that amount of the Chapter budget approved by the Local Council. The total of expenditures on behalf of the Chapters shall not exceed 25% of the Local revenue received.
- b) Chapter financial records must be reviewed on an annual basis and before funding is disbursed to the chapter the Local Treasurer must receive the Chapter's bank statements, cancelled cheques, revenue and expense documents, minutes, deposit book(s), term deposit documents and all supporting documents. Please use the Chapter ___ Financing form. These funds shall not exceed the Chapter budget as approved by Local Council. Any surplus monies as of June 30 shall become the property of the Local.
- c) When a chapter has a bank account and/or investments, the following funding formula shall be utilized: first 500 members to a maximum of \$1,499.00 at any given time.

Funds in excess to these amounts shall be remitted to and maintained by the Locals. Expenses exceeding these amounts shall be reimbursed by the Local. All expenses must be properly receipted. These original receipts must be turned in with the Chapter ___ Financing form to the Local Treasurer.

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

001 - 100 members	\$1070.00	per fiscal year.
101 - 200 members	\$1400.00	per fiscal year.
201 - 300 members	\$1730.00	per fiscal year.
301 - 400 members	\$2060.00	per fiscal year.

- e) The Chair and Treasurer shall have the power to approve non-budgeted expenses as requested. Any non-budgeted expenses shall be reported to the Local Council at the next meeting.
- f) 10% of the total Annual Budget shall be put into a contingency fund account, where the funds are available, to be used solely for the purpose of urgent non-budgeted expenses. These expenses shall be considered by the Local on a case-by-case basis.
- g) Purchases over \$5,000.00 are to be considered as Capital Assets. All purchases below \$5,000.00 are to be recorded as a one time expense.
- h) All year end journal entries be placed in the General Ledger which in Quicken is the Chequing account.

- i) Guarantee Investment Certificate [GIC] interest earned to be realized in the month it is earned once a year.
- j) For those who desire to let their name stand for a position on the Union Executive the Local will set an amount in the Proposed Budget at the Annual General Meeting to be divided equally among all candidates of Local 71. To receive funding from this policy the candidate(s) need to declare to the Local Executive 45 days prior to Convention. No candidate shall receive more than \$1,000.00.
- k) Members running for political office outside of AUPE will not be financially supported by Local 71. Members are encouraged to seek financial support from the larger Union (Committee On Political Action [COPA] etc.).

4A) Financial Expense Responsibilities:

LOCAL RESPONSIBILITY:

- a) Local Council meetings and related expenses;
- b) Local Executive meeting expenses;
- c) Local Sub-Committee formed by the Local;
- d) Local seminars held by the Local;
- e) AUPE Annual Convention Observers only;
- f) Any expense or purchase of the Local that is paid by Headquarters on behalf of the Local:
 - i) Time-offs required for Local or Chapter business, where the Local will be required to pay the time-off, must be requested through the Local Treasurer, who will then contact HQ for authorization. Local Treasurer will then provide further instruction to the members.
- g) For the Education Sector Conference each Chapter may send up to two [2] members.
- h) Travel and Subsistence:
 - i) Where members are required to travel by air, economy airfare will be paid by the Local, provided such arrangements have been made through the Local Treasurer.

- ii) When a member is on Union business, on behalf of the Local or Chapter, the Local will pick up the cost of single room accommodation for that member.
 - iii) A miscellaneous overnight expense of \$10.00 for each overnight away from the members place of residence shall be paid.
- i) Sundry items with prior Local approval.
 - j) Chapter Annual General Meeting – Each Chapter will receive \$30 per attending member towards cost of meal and other related AGM expenses. Attendance sheets will be forwarded to Local Treasurer for reimbursement.
 - k) Chapter's social event(s) may be subsidized up to a maximum of \$10.00 per attending member to the maximum of \$1,000.00 per fiscal year.
 - l) Child care is reimbursable at the rate of up to \$8.00 per hour to a maximum of \$96 per day for the first child and up to \$2.00 per hour for each additional child to a maximum of \$24 per day, per child.
 - i) All claims for reimbursement under this guideline must be accompanied by a signed receipt.
 - ii) Reimbursement will not be made for:
 - a. child care expenses that would have been incurred had the member been performing his/her normal work day
 - b. child care that would have normally not have been paid, e.g. spouse
 - c. an in-town delegate, after the meeting and/or associated function has concluded.
 - iii) Reimbursement will be made, to a maximum of \$20 for babysitter transportation costs, with substantiated receipts where necessary.
 - iv) Where extenuating circumstances exist, exceptions may be made with the prior approval of the Executive Secretary-Treasurer, when expenses are paid by Headquarters or when expenses are paid by the Local, the Local Treasurer or Local Executive.
 - v) AUPE accepts no legal responsibility as to the arrangements made by the parents or guardians.

The Union reserves the right to examine any and all claims with respect to this guideline. This guideline will affect all Locals.

m) Elder Care / Special Needs provisions will be made if you are the primary care giver of the dependant. This dependant must reside in the claimant's home. Where the claimant incurs expenses, i.e. to attend a meeting for official AUPE business, prior authorization must be received from the Local Chair or Local Treasurer. Rates will be reimbursed for actual expenses for care, accompanied by an original invoice / receipt from the service provider. For example, if home care services are required, an original invoice / receipt will be required and must contain the following:

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

n) An expenditure in excess of \$1,499.00 must receive prior approval from Local Executive and the invoice must be forwarded to the Local Treasurer for direct payment; except for Annual General Meetings [AGM].

o) Convention Delegates – Each Chapter with 1-199 members will automatically receive one credential. Chapters with 200-299 members will receive 2 credentials. Chapters with 300+ members will receive 3 credentials. And chapters with less than one hundred members will not go into the draw for the remaining credentials allotted to the Local.

4B) Chapter Responsibility:

- a) Hall rental — where possible Chapters are encouraged to use work site facilities that are normally offered at minimal or no charge
- b) Notices and Postage
- c) Dinner meetings
- d) Bank charges
- e) Telephone and Fax charges
- f) Gifts and Donations
- g) Social functions
- h) Endowments, scholarships and bursaries

- i) Charges incurred by Local 71 as a result of no show Council Reps will be billed to the Chapter.
- j) Travel and Subsistence and time off for Chapter meetings with prior notification to the Chapter Treasurer.
- k) Retirement pins: AUPE Retirement Pins and a letter from the President are to be made available for presentation to a retiring member upon request by a Chapter Executive member. All costs are to be borne by the Chapter.

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

5) Local 71 Life Membership Policy

Rationale: To provide appropriate recognition to Local 71 members who have contributed greatly to the support, continuous and/or betterment of the Local, its membership, and its goals.

Procedures

- a) Individuals who meet the following criteria may be nominated for Local 71 membership:
 - i) AUPE member for at least twelve (12) years,
 - ii) Local 71 member for at least seven (7) years with consideration,
 - iii) Nominees must have provided contribution to Local 71 on a Local, provincial or chapter basis in three (3) or more of the following:
 - Served as executive officer of the Local, Chapter or Area Council,
 - Served as member of AUPE Executive Committee,
 - Served on an AUPE Standing Committee,
 - Attended an AUPE Convention,
 - Actively encouraged other members to attend meetings (either at Chapter or Local level), and kept members informed about Union activities, as a Union Steward.
- b) Nominations may be presented, in writing, to a Local Council member by any member in good standing of Local 71.

- c) Nominations must contain all required information and rationale for the recommendations.
- d) The Local Council member receiving submissions should forward them to Council Executive for inclusion in the agenda for the next Council meeting.
- e) Submissions shall be duly addressed at the Council meeting and voted on or be tabled to be dealt with at the next meeting.
- f) Local 71 Life Members shall be notified by the Executive in person or by mail when they have been granted life membership.
- g) Local 71 shall formally recognize and grant Official Life Membership by inviting recipients to attend, with significant other, a specified meeting or Union function, at Local 71 expense.
- h) LIFE MEMBERSHIP PRIVILEGES

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

6) Absence/No Show Policy

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

If you are in attendance at an AUPE event, course or training and leave prematurely, without giving notice or explanation of your absence, then Local 071 has the right to bill the member's Chapter for any expenses incurred to Local 071 during such time that you were absent.

Should this situation arise, all persons involved will be consulted by a member of the Local 071 executive. The local executive will be the body to decide if the absence is that of an excusable nature or not.

AUPE LOCAL 71-____

[Chapter Treasurers may customize for individual chapter use]

Information taken from:

Name: _____

Phone Number: _____

Illness: _____

Bereavement: _____

Adoption/Birth Girl / Boy: _____

Retirement: _____

Other: _____

Special Instructions: Flowers or Donation or Gift

AUPE Member Information:

Name: _____

Address: _____

Phone Number: _____

Donation Information:

Organization: _____

Address: _____

Paid _____ Date _____ Cheque # _____

THE ALBERTA UNION OF PROVINCIAL EMPLOYEES

LOCAL 071 CHAPTER _____

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

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

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

Hall Rentals..... \$ _____

Notices and Postage \$ _____

Refreshments..... \$ _____

Dinner Meetings \$ _____

Mileage..... \$ _____

Bank Charges..... \$ _____

_____..... \$ _____

_____..... \$ _____

_____..... \$ _____

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

TOTAL EXPENSES \$ _____

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

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

(Chapter Chair)

(Chapter Secretary/Treasurer)

(Date)

(Date)

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

CHAPTER ____ FINANCING

Disbursement Request

DATE: _____

List Expenses [Receipts/Minutes must be attached]

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

List Deposits [with explanation]

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

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

AMOUNT REQUESTED \$ _____

Treasurer: _____
Name (Please Print) Signature

Address

City Postal Code

Local Treasurer:

Reni Smith
Medicine Hat College Library
299 College Drive SE
Medicine Hat, AB T1A 3Y6
Ph: 866-282-8394 ext 3541
Ph: 403-504-3541
Fax: 403-504-3634
Email: Reni71@shaw.ca

For Local Use Only!

Number: _____

Date: _____

Amount: _____

Approved by: _____

NOTE: Please keep a copy of this completed form for your Chapter records



**Alberta Union of Provincial Employees
Local 71**



Member's Expense Claim

(Read reverse side before completing this claim. Please Print.)

Name: _____ Member # _____ Local 71— _____
 Address: _____ Email: _____
 City/Town: _____ Phone: (work) _____
 Postal Code: _____ Phone: (home) _____

Activity associated with expense: (See explanation on back) _____

Location of Activity: _____

Dates From: _____, 20__ Time: _____ am / pm (departure)
 To: _____, 20__ Time: _____ am / pm (estimated arrival)

Fares (with receipts) Air, Taxi, Bus, Parking 7252 \$ _____

Mileage (See explanation and guidelines on back)
 (_____) kilometres @ \$0.52 / km 7252 \$ _____

Accommodation (\$30/day without receipt or attach receipt) 7253 \$ _____
 (_____) days at \$30.00 \$ _____

Meals Breakfast _____ @ \$12.00 \$ _____
 Lunch _____ @ \$14.00 \$ _____
 Dinner _____ @ \$20.00 \$ _____ 7254 \$ _____

Miscellaneous expense _____ night(s) @ \$10.00 per overnight 7259 \$ _____

Miscellaneous (with receipts) _____ \$ _____
 _____ \$ _____

Total \$ _____

Less Advance \$ _____

Balance \$ _____

For Local Use Only!
Number: _____
Date: _____
Amount: _____
Approved by: _____

I certify that this is a true detailed account of expenses incurred on Union business.
Signature: _____
Date: _____



TRAVEL AND SUBSISTENCE REGULATIONS July 1, 2009



Transportation:

- (a) Where a member is required to use his car for Union business, mileage allowance shall be 52¢ per kilometre.
- (b) Where members travel by air, economy airfare will be paid, plus transportation to and from airports, plus parking fees if car is parked at the airport.
- (c) All claims for taxi fares, air fares and bus fares must be accompanied by a receipt.
- (d) Parking costs will be reimbursed upon production of receipt.
- (e) Each member will be reimbursed for the least expensive mode of transportation, i.e. airfare vs. mileage.
- (f) All travel on union business must be authorized by the Local Treasurer or his/her designate. Expenses for unauthorized travel and/or stopovers will not be reimbursed.

Subsistence Rates:

- Costs incurred for meals are at the following rates:
 - (a) Breakfast \$12.00 (If departure is earlier or time of return is later than 7:30 am)
Lunch \$14.00 (If departure is earlier or time of return is later than 1:00 pm)
Supper \$20.00 (If departure is earlier or time of return is later than 6:30 pm)
 - (b) A personal expense allowance of \$10.00 for each overnight away from the members place of residence.
- Child care and Elder care ... please refer to the Local Policies and Procedures which is located at www.aupe.ca/local071

Please see AUPE's Policies and Procedures 5-20 and 5-34 for complete details.

Reimbursement will not be made for:

- (a) child care expenses that would have been incurred had the member been performing his/her normal work day
- (b) child care that would have normally not have been paid, e.g. spouse
- (c) an in-town delegate, after the meeting and/or associated function has concluded.

Policy on Hotel Accommodation:

- (a) Except as outlined in (b), no direct billing will be allowed. Members are expected to pay for their hotel accommodation and claim this expense on their expense claims. The Local will reimburse for a single room.
- (b) Direct billing will only occur when the Local Executive makes special arrangements with the hotel prior to event, i.e. the Local AGM.
- (c) When a member is away from their regular domicile they are encouraged to stay in mid-range hotels. A justification for expenses in excess of these amounts will be required on the expense claim. \$30.00 per night can be claimed for accommodation without a receipt.

General:

- Any individual requiring financial assistance for the purpose of union business may obtain an advance by contacting the Local Treasurer.
- Any enquiries or disputes as to expense claims can be directed to the Treasurer of Local 71.



**Alberta Union of Provincial Employees
Local 71
Application for Advance
(Please Print.)**



Name: _____ Member # _____ Local 71— _____
 Address: _____ Email: _____
 City/Town: _____ Phone: (work) _____
 Postal Code: _____ Phone: (home) _____

Activity associated with expense: (See explanation on back) _____

Location of Activity: _____

Dates From: _____, 20__ Time: _____ am / pm (departure)
 To: _____, 20__ Time: _____ am / pm (estimated arrival)

Mileage (See explanation and guidelines on back)
 (_____) kilometres @ \$0.52 / km 7252 \$ _____

Accommodation (\$30/day without receipt or attach receipt) 7253 \$ _____
 (_____) days at \$30.00 \$ _____

Meals Breakfast _____ @ \$12.00 \$ _____
 Lunch _____ @ \$14.00 \$ _____
 Dinner _____ @ \$20.00 \$ _____ 7254 \$ _____

Miscellaneous expense _____ night(s) @ \$10.00 per overnight 7259 \$ _____

Total Estimate \$ _____
 Less Advance 80% \$ _____
 Total Advance \$ _____

For Local Use Only!
Number: _____
Date: _____
Amount: _____
Approved by: _____

I certify that this is a true detailed account of expenses incurred on Union business.
Signature: _____
Date: _____



TRAVEL AND SUBSISTENCE REGULATIONS July 1, 2009



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- Any enquiries or disputes as to expense claims can be directed to the Treasurer of Local 71.



Alberta Union of Provincial Employees
Local 71 CHAPTER _____
Member's Chapter Expense Claim
(Please Print Clearly)



Name: _____ Member # _____ Local 71— _____
Address: _____ Email: _____
City/Town: _____ Phone: (work) _____
Postal Code: _____ Phone: (home) _____

Activity associated with expense: (Continue on back) _____

Location of Activity: _____

Dates From: _____, 20__ Time: _____ am / pm (departure)
To: _____, 20__ Time: _____ am / pm (estimated arrival)

Fares (with receipts) Air, Taxi, Bus, Parking \$ _____

Mileage (_____) kilometres @ _____¢ / km \$ _____

Mileage (attached receipt) \$ _____

Accommodation (\$30/day without receipt or attach receipt) \$ _____
(_____) days at \$30.00

Meals (attached receipt) \$ _____

Expenses (attached receipts) _____

_____ \$ _____

Total \$ _____

<p align="center">For Chapter Treasurer Use Only!</p> <p>Number: _____</p> <p>Date: _____</p> <p>Amount: _____</p> <p>Approved by: _____</p>

I certify that this is a true detailed account of expenses incurred on Union business.

Signature: _____

Date: _____