



GUIDELINES

(These Guidelines do not form part of the CUPE Alberta Constitution)

MARCH 2015

GUIDELINES – INDEX

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Equality Statement

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion, language and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society and in our union. CUPE's policies and practices must reflect our commitment to equality. Members, staff and elected officers must be mindful that all sisters and brothers deserve dignity, equality and respect.

Guidelines

The following Guidelines are subject to Executive Committee approval at the Executive Committee Meeting following the Annual CUPE Alberta Division Convention. These Guidelines may also be amended from time to time by the Executive Committee by a majority vote.

Occupational Committee Guidelines

1. Occupational Groups may be established under the auspices of a Provincial Division to co-ordinate activities and programs of such groups.
2. The Structures and Bylaws of such Provincial Occupational Groups shall be subject to the approval of the CUPE National Executive. All Bylaws shall also be forwarded to the Alberta Division prior to submission to the CUPE National Executive.
3. It shall not be necessary for all local Unions within the Province to affiliate to the Provincial Division in order to participate in a Provincial Occupational Group.
4. The Provincial Division Executive Committee meeting held at the close of each Division Convention shall appoint a liaison person to each Occupational Committee and that person shall have the right to attend and speak at all Occupational Committee meetings.
5. Occupational Committees will prepare a short written report for inclusion in the Convention kit.

CUPE Alberta Division Standing Committee Guidelines **Standing Committees**

CUPE Alberta Standing committees are established by CUPE Alberta to carry out policies as set by the convention and Alberta Executive. These working committees are the following:

- Aboriginal Council
- Anti-Privatization Political Action Committee
- Anti-Racism Committee
- Communication and Technology Committee
- Environmental Resources Protection Committee
- Equal Opportunities Committee
- Global Justice Committee
- Occupational Health and Safety Committee

The effectiveness of CUPE Alberta is directly enhanced by competent groundwork of the standing committee members. Every committee member provides valuable input and brings with them, skills and actions to carry out the essential work of its designated policy and resolutions with the Executive.

The CUPE Alberta Division Executive Committee shall schedule all committee meetings.

Committee Members

Members of the committee serve a two-year term in accordance with the Constitution. Prior to convention, the Executive requests nominations from the CUPE Alberta affiliates and provides information about each committee. Locals are requested to submit rationale for outlining the nominee's experience and involvement related to the committee to which they are nominated. This information is to be received by the Executive no later than the date specified on the call for nominations.

The Executive appoints members of Standing Committees from a list of nominees put forward by Alberta Locals. The appointments take place at the first Executive meeting after convention.

When making committee appointments, the Executive will take into consideration the following criteria:

- Geographic
- Gender/Diversity
- Occupational Group
- Non-Executive (where possible)
- Can only sit on one Committee

The Division Liaison Executive members are appointed to each Committee from the Division Executive. Roles and responsibilities include:

- Liaison with the Treasurer to make arrangements for committee meetings
- Do the reporting at the Division Executive meeting on behalf of the Committee including the bringing forward any recommendations or motions to the Division Executive for action and approval
- Reports back to their assigned Committee
- Ensures the Committee functions appropriately and effectively as a Division committee in all aspects

The Committee Chair and Secretary are selected from the members of the committee at its first meeting. The Committee shall meet a maximum of two (2) times per year, with the approval of the Treasurer.

Duties of the Chairperson

The Chair will:

- In consultation with the Secretary and staff advisors, discuss the agenda for the meeting (see agenda format).
- Through the Division Liaison Executive member, report in writing to each Executive meeting, the committee's activities and submit any recommendations to the Table Officers prior to submission to the CUPE Alberta Executive for approval.
- With input from the committee members, write the annual report of the committee's activities to the convention. The report shall be supplied to the Division Executive Secretary no later than February 15th in order to be included in the convention kit.

Duties of the Secretary

The secretary will be responsible for taking the minutes of the meeting(s) in the format outlined below. If possible, the minutes should be submitted to the Division Executive Secretary no later than two weeks after the meeting.

Duties of Alberta Representatives and Alternate Representatives to CUPE National Committees

Representatives of the CUPE National Standing Committees shall be approved by the CUPE Alberta Division Executive Committee. When the Alberta Representative or Alternate Representative to a CUPE National Committee will be attending a National Committee meeting, they shall submit a written report on what their report will be from Alberta to the National Committee to the CUPE Alberta Secretary at least one week before they leave for the National Meeting. Also a Report on the CUPE National Committees' work must be submitted to the CUPE Alberta Secretary within three weeks of their return from the CUPE National Committee meeting.

Agenda/Minutes Format

The secretary shall take notes of the general discussion of the meeting. The minutes should contain reports and motions. All motions should indicate the mover and seconded and record whether the motion was carried or defeated.

The format of the agenda and minutes should be as follows:

List date, location, time of commencement and adjournment and record of attendance. (Including listing those absent).

1. Adoption of Agenda
2. Adoption of previous minutes
3. Business arising from previous minutes
4. Correspondence
5. New Business
 - a. New items
 - b. Reports
 - c. Other
6. Next meeting

Parliamentary Procedure

Bourinot's Rules of Order shall govern all meetings of Standing Committees. At the beginning of each term, the chair will provide a copy of the rules of order to conduct meetings.

Meeting Attendance

Upon notice of a meeting, Committee members are required to notify the chair as to their attendance. The Chair of the Committee will advise the Treasurer if quorum of 50% is not achieved. If there is no quorum, the meeting will be cancelled and members notified by the Chair of the committee. If however, quorum is lost at the time of the meeting, the meeting will proceed with the business of the committee.

A member missing three (3) consecutive meetings without acceptable cause will be removed from the committee. The Executive will notify the Local and member of the decision and request further nominations from affiliated Locals.

Committee Expenses – Special Projects

At the beginning of each term, committees will review their mandate from convention, resolutions and policy and draft an Action Plan of activities, which must be approved by the Division Executive.

Committees wishing to undertake projects that require funding must prepare a detailed budget indicating how the project will be funded. The Executive must approve this budget and upon approval, the chairperson will be responsible for monitoring expenses and staying within the budget allotted to the project.

Committees acting on resolutions to hold conferences and approved by the Division Executive shall:

- When requiring facilitators or Guest Speakers, contact the Regional Director, Educational Representative and CUPE Alberta President prior to any invitation being communicated.
- When requiring staff from outside province at meetings/conferences, contact the Regional Director and CUPE Alberta President.

General Terms of Reference

Specific terms of reference have been established for each standing committee according to their specific jurisdiction. However, all standing committees of CUPE Alberta shall:

- Keep abreast of and be knowledgeable in matters and developments related to their jurisdiction, and keep the Executive officers up-to-date in these areas.
- Review their mandate from convention and develop a Plan of Action from their term
- Deal with business referred to them by the Executive.
- Carry out activities of the committee and report in writing with recommendations, if any, to executive meetings.
- Subject to Executive approval and in co-ordination with the Table Officers, organize provincial or regional conferences.
- Liaise with affiliated Locals, CUPE National and the AFL in matters related to their respective jurisdiction.

- Receive prior approval from the President or Secretary before all correspondence, printed materials, public statements, etc. are produced.
- Communicate with other members of the committee. The Secretary will supply the names and telephone numbers of committee members.
- Report annually on committee activities to the convention of CUPE Alberta
- Not have any authority to act or speak on behalf of CUPE Alberta.

The President shall be an ex officio member of all committees. A Division Executive member and Staff advisor will be assigned to committees to assist them in carrying out their responsibilities.

Executive Sub-Committees

From time to time, sub-committees of the Executive may be formed to deal with specific issues or important matters facing CUPE Alberta. These sub-committees report their activities to the Executive.

Aboriginal Council Terms of Reference

This Aboriginal group shall be known as the Alberta Aboriginal Council or the AAC. The Chairs shall be known as “Senator” and gender parity shall be adhered to.

Purpose of the Council

- Promote and defend the rights of all Aboriginal workers in our union and communities, locally, nationally and internationally.
- Advise the Executive on all issues pertaining to racism, partnership agreements and employment equity as it impacts these workers.
- Periodically review, evaluate, monitor and assist in developing CUPE policies on racism, discrimination, partnership agreements and employment equity to ensure our commitment and progress in society, our workplaces and the union.
- Establish effective programs in conjunction and consultation with the Union Development Department to increase Aboriginal awareness and Aboriginal educational issues directed at CUPE membership, staff and leadership at all levels.
- Develop and promote a well-thought out, comprehensive approach toward combating workplace racism and encouraging employment equity and representative workforce language through bargaining.
- Seek methods for greater and active participation of Aboriginal workers in our movement through coalition building and community networking. As well encourage them to take more active advisory role to the Executive on Aboriginal issues in CUPE.
- Report on the council’s progress to the provincial convention and make recommendations on action for CUPE.
- Monitor and respond to the e-mail address albertaaboriginal@members.cupe.ca
- Shall be charged with planning and facilitating the Aboriginal Caucus at provincial convention.

Composition of the Council and Expectations

- The Council shall be made up of five representatives: two Senators, with gender parity and a minimum of two (2) members at large including one youth. Two of the five members should be the two Alberta National Council Senators
- Council members must be an indigenous (Aboriginal) person of North America with roots to one of the three distinct First Peoples designations recognized as First Nations, Metis or Inuit.
- The Council shall be decided upon at an AAC council meeting following National Convention.
- The Council shall be selected by consensus and failing a decision by this process then a vote shall be taken.
- Results shall be passed on to the Alberta President who shall appoint the Council's or Provincial convention Caucus choices.
- The Council shall be elected for a two-year term.
- Members interested in running for positions of the Council shall submit their applications prior to the beginning of the elections to the current Aboriginal Council or to the Alberta President.
- In the event of a vacancy occurring during the term – the Alberta President shall have the opportunity to appoint upon direction of the Council.
- The Council member must have some knowledge on CUPE policies, structures and have a proven track record of active participation in Aboriginal issues, human rights and anti-racism activities in the union and the community at large.
- The Council member should strive to achieve excellence in implementing and achieving the council's objectives and must be prepared to express CUPE position on our issues and the work of the Aboriginal Council at forums, conferences, schools, conventions, community meetings at local and national levels.

Duties of Council Members:

Senators

- Provide leadership and coordination of activities at council meetings.
- Maintain communications at all levels and engage in ongoing self-development and education on Anti-Racism and emerging trends.
- Keeping the council members motivated, on track and focused at and between meetings.
- Carry out any tasks entrusted to them by the council.
- Work closely with the council staff advisor in carrying out council tasks, planning meetings, conference calls, agendas and preparation of the council reports.
- Address Aboriginal issues and concerns at the Executive meetings.
- Keep the Executive updated on the council's decisions and vice-versa.
- Provide advice to the Executive on Aboriginal issues and have issues referred to the council.
- Report to the table officers and the Executive to support and implement councils' recommendations, decisions and plan of action.
- Work for the integration of an Aboriginal perspective into everything CUPE does.

- Stay connected with members from our communities in the province to share information and address their concerns.
- Promote the council's profile.
- Advise the council on CUPE's structure and the budget process.
- Promote the Aboriginal education of the Executive members on Aboriginal issues.
- Maintain an activists' list and assist in distributing Aboriginal materials and information to the locals.

Council Members

- Attend and actively participate in all council meetings.
- Undertake follow-up work between meetings in his/her region of the province and identify any barriers.
- Regularly report to the council staff advisor and the leadership of his/her activities in the region prior to the council meeting.
- Provide feedback and input on draft minutes, CUPE documents, campaigns, reports and policies.
- Actively promote the council's work and increase their profile by keeping Aboriginal issues on the front burners on all agendas.
- Work closely with Local councils.
- Participate in networking among other members and coalition building in the community.
- Participate and promote Days of Action and work closely with the Senator and the Division in organizing other Aboriginal activities.
- Coordinate and assist in submitting resolutions to the Division Conventions and help members with speaker's notes.
- Continue to lobby for Aboriginal Councils where they do not currently exist.
- Actively participate and link our issues in all National and local campaigns.
- Lobby for Employment Equity, Partnership agreements and anti-racism language and initiatives through the collective bargaining process.
- Ongoing self-development on Aboriginal education and its promotion by staying connected with Education Representative and the regional education committees.

Council Staff Advisor

- Maintains an up-to-date list of the council member's coordinates.
- Works closely with the leadership when seeking new members.
- Provides guidance and direction to leadership in order to move an Aboriginal agenda and assist in developing policies for the Union.
- Provides orientation package to new members and provide ongoing mentoring and support to all council members.
- Coordinates, plans and organizes council meetings in consultation with the Senator. Advises members.
- Prepares and circulates in a timely way, the minutes of the meetings and invitations for comments.
- Coordinates conference calls if necessary and assists with follow-up work between meetings. Monitor progress.

- Seeks resources and budget necessary to carry out council's work.
- Between meetings seeks activity reports from members and reports back to the Executive.
- Assists council members to circulate, distribute and provide Aboriginal materials to locals, conventions, conferences, schools and other events.
- Assists council members to organize Aboriginal initiatives in their locals and assists in writing resolutions and speaker's notes if needed.
- Works closely with Communications Representative to produce and update Aboriginal materials and coordinates ads for Days of Action as requested by the council.
- In conjunction with the Senator, coordinates writing council's report to the provincial convention. Coordinates the follow-up work resulting from the council's report and convention resolutions.
- Works closely with other committees and national branches to carry out council's work and increase its profile.

How the Council Operates

- A minimum of two council meetings a year. If an extra council meeting is required to focus on a particular matter, this meeting will be requested as needed
- There shall be an Aboriginal caucus at each convention for elections.
- To promote input from all locals of the province, the council may plan meetings in different areas of the province or on a rotating basis and open to observers. The meeting may be planned in conjunction with other Equity committees to show solidarity on issues. Where practical, participate in local initiatives beneficial to the membership.
- Agenda to be circulated prior to the meeting. Adequate time to be allotted for issues to conclude the business. Agenda may include special presentations on specific issues.
- Established "Ground Rules for Meetings" will be strictly enforced.
- Small group activities would be encouraged to deal more effectively with agenda items.
- Teleconferencing may conclude any unfinished business.
- All members should come prepared to the meetings to report on their respective activities or follow-up work.
- All decisions will be taken on consensus basis. If necessary, a vote may be taken. The council will decide whether it will be a secret ballot or by show of hands.
- Following provincial conventions, the council shall prioritize all passed resolutions and develop a plan of action for the next two years.
- The council shall assist the Provincial Secretary Treasurer in preparing an annual proposed budget for the council by providing the most accurate information on all expenditures and upcoming activities.
- Recommendation for members attending National or International Conferences will be duly discussed and shall be based on gender balance, diversity and geographical location. In fairness to all members the selection shall be among the interested members. Consideration will be given to active individuals who have a sound knowledge on the issues/topic for the conference and the ability to represent CUPE.

Anti-Privatization/Political Action Committee Guidelines

1. The Anti-Privatization/Political Action Committee of the CUPE Alberta Division shall be comprised of a maximum of seven members (including a representative from the CUPE Alberta Division Executive) from the affiliates of the Alberta Division in good standing, who shall be appointed by the Division Executive. At the beginning of their two-year term, the Committee shall elect a Chairperson who will serve for the ensuing term. A Staff Representative to assist the Committee shall be appointed.
2. Meetings of the Committee shall be called by the CUPE Alberta Division Executive Committee and the expense of the Committee shall be paid as outlined in the CUPE Alberta Division Constitution.
3. This Committee shall use political action and all other means available to it to:
 - a. Prevent loss of Union jobs.
 - b. Recover Union jobs lost Contracting out in any form.
 - c. Educate our members in combating Contracting Out and Privatization in any form.
4. This Committee shall endeavour to build political awareness in the Division membership and to inform all members in the strategies of preventing Contracting Out and Privatization through any and all channels open to them.
5. The Committee shall, through Alberta Division, shall also explore all means of additional funding available to it through CUPE National. The cost of any program to be undertaken by the Anti-Privatization/Political Action Committee must first be approved by the CUPE Alberta Division Executive Committee.
6. The Committee shall meet a maximum of two (2) times per year, with approval of the Treasurer. The Representative from the Division Executive will make a Report to the Executive after each Committee meeting.
7. The Committee will prepare a short written report for inclusion in the Convention kit, to be presented by Committee members at the Division Convention.
8. If a Committee Member is not actively participating on the Committee, they may be removed by the CUPE Division Executive Committee.

Anti-Racism Committee Guidelines

1. The Anti-Racism Committee of the CUPE Alberta Division shall be comprised of a maximum of five members (Including a representative from the CUPE Alberta Division Executive) from the affiliates of the Alberta Division in good standing, who shall be appointed by the Division Executive. At the beginning of their two year term, the Committee shall elect a Chairperson who will serve for the ensuing term. A Staff Representative to assist the Committee shall be appointed.
2. Meetings of the Committee shall be called by the CUPE Alberta Division Executive Committee and the expenses of the Committee be paid as outlined in the CUPE Alberta Division Constitution.
3. The purpose of this Committee shall be
 - a. To work towards the principles of equality and fairness in:
 - i. CUPE
 - ii. The Labour Movement
 - iii. The Workplace
 - iv. Society
 - b. To accomplish those four areas, shall be:
 - i. By intensive education and training at the grassroots level, leadership within CUPE Alberta Division and at the Locals level to eradicate all kinds of discrimination and any manifestation of racism.
 - ii. By cooperating and promoting education programs in the workplace in conjunction with Management for all workers and management, as a common issue to ensure harassment free workplace.
 - iii. To network within the community to promote Anti-Racism.
 - iv. By promoting and encouraging people of all races to take their full and rightful place in CUPE at every level of local union and Division activity.
 - v. By promoting employment equity principles.
4. Membership on the Committee shall be open to all CUPE Locals affiliated to CUPE Alberta Division, taking in consideration:
 - a. A fair and equitable representation of all areas and regions covered by CUPE Alberta Division.
 - b. A balanced and equitable representation of gender parity, and with the inclusion of members of the target groups.
5. The cost of any program to be undertaken by the Anti-Racism Committee must first be approved by the CUPE Alberta Division Executive Committee.
6. The Committee shall meet a maximum of two (2) times per year, with approval of the Treasurer. The Representative from the Division Executive will make a Report to the Executive after each Committee meeting.

7. The Committee will prepare a short written report for inclusion in the Convention kit, to be presented by Committee members at the Division Convention.
8. If a committee member is not actively participating, on a committee, they may be removed by the CUPE Alberta Division Executive Committee.

Mission Statement of the CUPE Alberta Division Anti-Racism Committee

This Committee shall study ways of ensuring that every member of this Division be protected against any kind of discrimination or manifestation of racism thus allowing everyone to take their full and rightful place in CUPE, the Labour Movement, the Workplace and Society. The goal of this Committee is to promote awareness of racism with the facilitation of educational program to bring up these issues through any and all channels available, with the full endorsement of CUPE Alberta Division Leadership.

Communication and Technology Committee Guidelines

1. The Communications and Technology Committee of the CUPE Alberta Division shall be comprised of a maximum of five members (including a representative from the CUPE Alberta Division Executive) from the affiliates of the Alberta Division in good standing, who shall be appointed by the Division Executive. At the beginning of their two-year term, the Committee shall elect a Chairperson who will serve for the ensuing term. A Staff Representative to assist the Committee shall be appointed.
2. Meetings of the Committee shall be called by the CUPE Alberta Division Executive Committee and the expenses of the Committee be paid as outlined in the CUPE Alberta Division Constitution.
3. The mandate of the Communications and Technology Committee shall include but not be limited to the following:
 - a. Creating and improving our communication network through a regularly published CUPE Alberta newsletter.
4. The cost of any program to be undertaken by the Communications and Technology Committee must first be approved by the CUPE Alberta Division Executive Committee.
5. The Committee shall meet a maximum of two times per year, with approval of the Treasurer. The Representative from the Division Executive will make a Report to the Executive after each Committee meeting.
6. The Committee will prepare a short written report for inclusion in the Convention kit, to be presented by Committee members at the Division Convention.
7. If a Committee Member is not actively participating on the Committee, they may be removed by the CUPE Alberta Division Executive Committee.

Occupational Committees shall have their books audited by the CUPE Alberta Division Trustees.

Environmental Resources Protection (ERP) Committee Guidelines

1. The ERP Committee of the CUPE Alberta Division shall be comprised of a maximum of five members (including a representative from the CUPE Alberta Division Executive) from the affiliates of the Alberta Division in good standing, who shall be appointed by the Division Executive. At the beginning of their two year term, the Committee shall elect a Chairperson who will serve for the ensuing term. A Staff Representative to assist the Committee shall be appointed.
2. Meetings of the Committee shall be called by the CUPE Alberta Division Executive Committee and the expenses of the Committee be paid as outlined in the CUPE Alberta Division Constitution.
3. The mandate of the ERP Committee shall include but not be limited to the following:
 - a. Assessing and monitoring all environmental issues;
 - b. To act as liaison and coordinating vehicle for CUPE Alberta Division with other environmental committees from other labour and community groups;
 - c. To advise, assist and provide direction to the Alberta Division, its' affiliates on all matters of environmental concern; and
 - d. To promote the policies and principles of CUPE that relate to the Environment.
4. The cost of any program to be undertaken by the ERP Committee must first be approved by the CUPE Alberta Division Executive Committee.
5. The Committee shall meet a maximum of two (2) times per year, with approval of the Treasurer. The Representative from the Division Executive will make a Report to the Executive after each Committee meeting.
6. The Committee will prepare a short written report for inclusion in the Convention kit, to be presented by Committee members at the Division Convention.
7. If a Committee Member is not actively participating on the Committee, they may be removed by the CUPE Alberta Division Executive Committee.

Equal Opportunities Committee Guidelines

1. The Equal Opportunities Committee of the CUPE Alberta Division shall be comprised of a maximum of six members (including a representative from the CUPE Alberta Division Executive and at least one gay or lesbian member) from the affiliates of the Alberta Division in good standing, who shall be appointed by the Division Executive. At the beginning of their two-year term, the Committee shall elect a Chairperson who will serve for the ensuing term. A Staff Representative to assist the Committee shall be appointed.
2. Meetings of the Committee shall be called by the CUPE Alberta Division Executive Committee and the expense of the Committee shall be paid as outlined in the CUPE Alberta Division Constitution.

3. This Committee will work towards ways of ensuring equal opportunities for all and encourage our members to take their full and rightful place in CUPE, the Labour movement, the work place and society. This Committee will place emphasis on the rights of women, gay, lesbian, bisexual, two spirited, transgendered, intersex individuals, people with disabilities, issues of aging and youth and any other group requiring equality rights.
4. This Committee will endeavour to build an awareness of Equal Opportunity, networking through any and all channels open to them. This Committee will promote education and act as a resource on Equal Opportunities issues. This Committee will also work in conjunction with the Committee Against racism and Discrimination on employment equity and other issues of discrimination.
5. The cost of any program to be undertaken by the Equal Opportunities Committee must first be approved by the CUPE Alberta Division Executive Committee.
6. The Committee shall meet a maximum of two times per year, with approval of the Treasurer. The Representative from the Division Executive will make a Report to the Executive after each Committee meeting.
7. The Committee will prepare a short written report for inclusion in the Convention kit, to be presented by Committee members at the Division Convention.
8. If a Committee Member is not actively participating on the Committee, they may be removed by the CUPE Alberta Division Executive Committee.

Global Justice Committee Guidelines

1. The Global Justice Committee of the CUPE Alberta Division shall be comprised of a maximum of five members (including a representative from the CUPE Alberta Division Executive) from the affiliates of the Alberta Division in good standing, who shall be appointed by the Division Executive. At the beginning of their two year term, the Committee shall elect a Chairperson who will serve for the ensuing term. A Staff Representative to assist the Committee shall be appointed.
2. Meetings of the Committee shall be called by the CUPE Alberta Division Executive Committee and the expenses of the Committee be paid as outlined in the CUPE Alberta Division Constitution.
3. The purpose of this Committee shall be to promote awareness in and work on active solidarity programs to improve conditions workers find themselves in as a result of global economic policies.
4. The cost of any program to be undertaken by the Global Justice Committee must first be approved by the CUPE Alberta Division Executive Committee.

5. The Committee shall meet a maximum of two times per year, with approval of the Treasurer.
6. The Committee will prepare a short written report for inclusion in the Convention kit, to be presented by Committee members at the Division Convention.
7. If a Committee Member is not actively participating on the Committee, they may be removed by the CUPE Alberta Division Executive Committee.

Literacy Committee Guidelines

1. The Literacy Committee of the CUPE Alberta Division shall be comprised of a maximum of five members (including a representative from the CUPE Alberta Division Executive) from the affiliates of the Alberta Division in good standing, who shall be appointed by the Division Executive. At the beginning of their two-year term, the Committee shall elect a Chairperson who will serve for the ensuing term. A Staff Representative to assist the Committee shall be appointed.
2. Meetings of the Committee shall be called by the CUPE Alberta Division Executive Committee and the expenses of the Committee be paid as outlined in the CUPE Alberta Division Constitution.
3. The Committee's purpose and goals shall include but not be limited to the following:
 - a. Promote literacy initiatives and actions within CUPE Alberta local, other Division Committees, with the staff, the labour movement, the workplace and society;
 - b. To accomplish these, the Committee's goal shall be to improve the lives of CUPE Alberta members through literacy initiatives;
 - c. To gather and share information of various literacy programs so locals can access workplace based programs and help members access literacy education;
 - d. To communicate in clear language;
 - e. To encourage our employers and government to use clear language;
 - f. To encourage CUPE Alberta Division, locals and members to promote and participate in literacy initiatives in their community;
 - g. Advancing a social justice agenda for literacy and workplace education.
4. The cost of any program to be undertaken by the Literacy Committee must first be approved by the CUPE Alberta Division Executive Committee.
5. The Committee shall meet a maximum of two (2) times per year, with approval of the Treasurer. The Representative from the Division Executive will make a Report to the Executive after each Committee meeting.
6. The Committee will prepare a short written report for inclusion in the Convention kit, to be presented by Committee members at the Division Convention.

7. If a Committee Member is not actively participating on the Committee, they may be removed by the CUPE Alberta Division Executive Committee.

Occupational Health & Safety Committee Guidelines

1. The Occupational Health and Safety Committee of the CUPE Alberta Division shall be comprised of a maximum of five members (including a representative from the CUPE Alberta Division Executive) from the affiliates of the Alberta Division in good standing, who shall be appointed by the Division Executive. At the beginning of their two-year term, the Committee shall elect a Chairperson who will serve for the ensuing term. A Staff Representative to assist the Committee shall be appointed.
2. Meetings of the Committee shall be called by the CUPE Alberta Division Executive Committee and the expense of the Committee shall be paid as outlined in the CUPE Alberta Division Constitution.
3. Objective of the Committee
 - a. To promote, with Local Union affiliates, the improvement of the conditions of Health & Safety at the "work place" and in the "environment", through:
 - b. Education of the membership with respect to hazards pertaining to physical health, mental health and safety.
 - c. Promotion of improvements in legislation required by the Canadian Union of Public Employees (Alberta Division) to all levels of Government, through the applicable organizations.
4. The cost of any program to be undertaken by the Occupational Health and Safety Committee must first be approved by the CUPE Alberta Division Executive Committee.
5. The Committee shall meet a maximum of two times per year, with approval of the Treasurer. The Representative from the Division Executive will make a Report to the Executive after each Committee meeting.
6. The Committee will prepare a short written report for inclusion in the Convention kit, to be presented by Committee members at the Division Convention.
7. If a Committee Member is not actively participating on the Committee, they may be removed by the CUPE Alberta Division Executive Committee.

Pension and Benefits Committee Guidelines

1. The Pension & Benefit Committee of the CUPE Alberta Division shall be comprised of a maximum of seven members (including a representative from the CUPE Alberta Division Executive) from the affiliates of the Alberta Division in good standing, who shall be appointed by the Division executive.
2. The term of the committee will be for two years. The Committee shall elect a Chairperson who will serve for the ensuing term. A Staff Representative shall be appointed to assist the committee.
3. Meetings of the Committee shall be called by the CUPE Alberta Division Executive and the expenses of the Committee will be paid as outlined in the CUPE Alberta Division Constitution.
4. The mandate of the Pension and Benefit Committee shall include but not limited to the following:
 - a. To ensure that pension and benefit issues are treated as an integral part of CUPE Alberta's policies and strategy.
 - b. To advise, assist, and provide direction to CUPE Alberta Division on all matters relating to pension and benefits.
 - c. Reinforce organizational capacity of CUPE Alberta by education of members and leadership within CUPE Alberta Division on pension and benefit issues.
 - d. To provide education, information, and communication of existing and emerging pension and benefit issues to CUPE membership.
 - e. Promote CUPE policies and practices that relate to pension and benefits within CUPE Alberta, its locals, other Division committees, the labour movement, workplace and society.
 - f. Build networks and links with pension activists, other labour or community groups to create awareness and gain support for committee issues.
5. The committee shall meet a maximum of two (2) times per year, with approval of the Treasurer. The representative from the Division Executive will make a report to the Executive after each Committee meeting.
6. The Committee will prepare a written report for inclusion in the Convention kit, to be presented by Committee members at the Division Convention.
7. If a Committee Member is not actively participating on the Committee, they may be removed by the CUPE Division Executive.

Responsibilities of Area Vice Presidents and Alternate Area Vice Presidents

1. Area Vice Presidents shall maintain close liaison with CUPE locals, the General Vice President of their respective area and Area Councils in the area they represent and keep them informed of the activities of all matters in their area that may affect the general welfare of Public Employees throughout the Province. They will submit a written report to each Executive meeting outlining the present position of locals in their area regarding negotiations, grievances, classifications or other pertinent information. When possible, they shall attend meetings of the executive as called by the President. When unable to attend, they shall delegate their alternate to attend Executive meetings. They shall serve on Committees as required.
2. When Area Vice Presidents are required to make visits to Locals where there is an expense involved, prior authorization shall be received from the Treasurer.
3. Area Vice Presidents shall be allowed to contact their locals by long distance telephone and the Division will pay for such long distance telephone calls. A detailed signed statement shall be supplied to the Treasurer before such payment is made.
4. Area Vice Presidents shall receive an invitation to attend Local Union meeting before doing so and may request such invitation.
5. Area Vice Presidents should try to keep in touch with unaffiliated Locals in their area with a view to encourage them to affiliate.
6. The Area Vice President and Alternate Area Vice President in each area will at all time work closely together to perform the duties listed above as well as other duties assigned to them.
7. The use of CUPE Alberta Division Letterhead shall have prior approval of the CUPE Alberta Division Table Officer(s).

Duties of Trustees

Section 1

The Trustees shall meet twice yearly to examine and audit the books of the Division when there is a change in the position of Treasurer. When there is no change in the position of Treasurer, the Trustee's shall meet annually. The Trustee's shall meet at the call of the Treasurer.

The Trustees shall forward their written report to the Division Treasurer for presentation to the Division Executive Committee Meeting which follows their examination of the Division books and a written report shall be submitted annually to the Division Convention.

Section 2

The Trustees shall meet and chose a Chairperson and the Division Treasurer shall be informed.

Section 3

The expenses involved in carrying out the duties of the Trustees shall be borne by the Division as outlined in Article 12 of the Division Constitution.

Section 4

The Trustees shall examine and audit the books of the Occupational Employee Groups.

Guidelines for Strike Appeals

In the event a local is, or is reasonably assured they will be going on strike/lockout, the Local or National Representative will immediately notify the Treasurer of the Division and immediately following such notification:

1. Supply the Treasurer of the Division with the names and addresses of the Local's Officers and pertinent information with respect to the strike. This information shall be submitted in writing.
2. The Treasurer of the Division shall immediately inform the Table Officers of the Division.
3. The Table Officers shall be empowered to authorize the Treasurer to immediately forward an advance not to exceed \$ 2,000.00 considering the following factors:
 - a. Size of the local
 - b. Expected duration of the Strike or lockout
 - c. Number of Strikes in progress
4. The Treasurer will immediately on confirmation as the actual Strike/Lockout, send out a Strike Appeal to all affiliated Locals with copies to the National Representatives.
5. All Strike Appeal donations shall be directed to the Treasurer of the Alberta Division.
6. An accounting of all donations received directly by the Local shall be given to the Treasurer of the Division, to be presented at the next Division Executive meeting following the conclusion of the Strike/Lockout.
7. The Treasurer shall endeavour to recover the advance if possible.

Guidelines for the Alberta Division Education Fund

1. Applications shall be submitted to the Treasurer of the Division prior to the Education School.
2. To a maximum of \$ 100.00 may be provided for CUPE Education Schools in sparsely populated areas.
3. To assist Locals of fifty (50) members or less, up to a maximum of \$ 500.00 for the purposes of sending one delegate to the CUPE Alberta Week Long School.
4. Up to \$1000 is available for attendance and/or completion of a Labour College Program.
5. Funds for the Alberta Division Education Bursary cannot exceed the limits outlined in Article 15 of the CUPE Alberta Division Constitution.

Financial Policies of the CUPE Alberta Division

1. CUPE Alberta Division shall maintain four (4) separate bank accounts as follows: General Revenue Account, Arbitration Fund Account, Small Local Assistance Fund, and the Fight back Campaign Fund.
2. Should any of the above accounts run short, the Executive Committee will have authority to borrow money from one account via motion at Executive Meetings and such loans will be repaid in full.
3. Fees received from District Councils shall be invested into General Revenue account.
4. The Division Executive Committee and Standing Committees will meet at Division approved Facilities.
5. The budget year will be considered to be from Convention to Convention (ie. April 1 - March 31).
6. Wage Claim will be paid only to Local Unions or the Employer.
7. People required to travel on authorized Division Business shall receive \$15.00 Out-Of-Pocket if they travel on the day prior. Anything above \$15.00 payment must be approved by the CUPE Alberta Division Treasurer.
8. Travel will be paid using the AMA Mileage Chart as a Guide in the most direct and economic manner.
 - a. Car - Members, when authorized to use their vehicles for Division Business, will be compensated at the Revenue Canada mileage rate as established in January of each fiscal year.

- b. Air Fare - Up to economy rates will be paid - must be approved by the Treasurer prior to booking.
 - c. Ground Travel - Buses and taxi cab rates will be paid upon presentation of receipts.
 - d. Parking - Parking will be paid upon presentation of receipts.
9. All Executive Members having access to the Division Calling Card will submit their copy of the Long Distance Telephone Record Sheet to the Treasurer at the end of each month for verification to actual phone bill. The Division Calling Card is strictly for Division business.
 10. Commitments for donations, financial assistance for projects, etc. shall not be made without prior consultation with the CUPE Alberta Division Table Officers and submitted to the Executive Committee for approval.
 11. The Division will endeavour to sponsor only two (2) Conferences a year.
 12. Cheques payable to cash are not acceptable in any circumstances.
 13. Cheques will only be issued with appropriate receipts/ justification. Invoices or other relevant backup must be submitted with each Expense Claim.
 14. During the month in which the Convention is held, if a change in office of Treasurer or Secretary takes place, then both the old and the new officers receive the monthly out-of-pocket expenses for the period of transition.
 15. The maximum amount held in the Arbitration accounts at any one time is to be \$100,000.00.
 16. CUPE Alberta shall pay for all room deposits for CUPE Alberta Executive members with the Division credit card. CUPE Alberta Division shall be responsible for the regular hotel room charges. Damages or other outstanding costs shall be paid for by the Executive member.
 17. When it is more cost effective or an emergent situation, Executive members shall provide the CUPE Alberta Treasurer, President or Recording-Secretary with the airfare information and costs associated for their requested flight. The CUPE Alberta Treasurer, President or Recording-Secretary shall confirm through WE Travel the ability of the Executive member to take the flight.

Guidelines for the Alberta Division Defence Fund

1. All applications for emergency funds from the CUPE Alberta Division Defence Fund shall outline in detail all costs, objectives, and goals of the Local(s) proposal.
2. Upon receipt of an application for assistance from this fund the Treasurer of the Division will review the Locals' current financial status.
3. A Committee consisting of the CUPE Alberta Division President or designate, Treasurer and the appropriate Area Vice President shall review the application prior to the next scheduled CUPE Alberta Division Executive Committee Meeting, and shall make a recommendation(s) for consideration by the CUPE Alberta Division Executive Committee.
4. All applications for emergency funds from the CUPE Alberta Division Defence Fund must be approved by the CUPE Alberta Table Officers.
5. Application from a Local for assistance under this fund is limited to once in any twelve (12) month period.
6. Applications from the CUPE Alberta Division Table Officers for funds shall be approved by the CUPE Alberta Division Executive.

Guidelines for Funding of Political Candidates Running in Provincial, Municipal, and School Board Elections

Provincial Elections

1. CUPE members who are candidates in a Provincial constituency and are running as a NDP candidates may receive \$500.00.
2. Union members who are candidates in a Provincial constituency and are running as a NDP candidates may receive up to \$200.00 upon approval of the CUPE Alberta Division Executive Committee.
3. CUPE members and who are union friendly candidates in a Provincial constituency and are running for office under another political banner may receive up to \$100.00 upon approval of the CUPE Alberta Division Executive Committee.
4. Other funds for special events (such as Fund Raising Dinners) may be approved by the Division Executive or by the Table Officers if the event is between Provincial Executive meetings.

Municipal and School Board Elections

CUPE members who are candidates in Municipal/School Board Elections may receive up to

\$500.00 upon approval of the CUPE Alberta Division Executive Committee.

Union friendly candidates in Municipal or School Board elections may receive up to \$100.00 upon the approval of the CUPE Alberta Division Executive Committee.

All requests must be in writing submitted to the CUPE Alberta Division Treasurer.

Guidelines for Gifts for Outgoing Executive Committee Members

- Up to 2 years a Plaque
- 2 years or more a CUPE ring

Note: Additional gifts must be approved by the Table Officers and the CUPE Alberta Executive.

Guidelines for the “I’m on Your Side Alberta Campaign

Campaign Goals and Objectives

- Restore our member’s faith in themselves, the union and the public.
- Demonstrate that the privatization of public services is counterproductive, that no savings will result from turning over public sector work to the private sector, and that, in fact, services will deteriorate.
- Demonstrate to the public that there are more sensible and compassionate plans to control spending that do not require reducing services to children, seniors, families, public programs or workers.
- Show the link between CUPE bargaining and preservation of high quality public services and programs.
- Build membership and community involvement.

Accessibility

- A Local Union must apply prior to a campaign starting.
- The Local Union Executive contacts the CUPE Alberta Executive with a written request for a campaign, outlining the goals and objectives of this campaign.
- Open to all CUPE Locals in Alberta.

Criteria

The proposed campaign must meet the “I’m On Your Side Alberta” Campaign Goals and Objectives.

Funding

- CUPE Alberta requests that each Local in the province contribute up to \$1/member/month. Any contributions will be appreciated.
- CUPE Alberta requests that Locals who contribute advise the Treasurer of their annual contribution so as to facilitate budgetary expenditures (campaign requests).

Application of Funds

- Applications of funds must not exceed \$5000.
- A detailed list of all costs shall accompany claims for reimbursement. Each claim shall include a copy of the invoice along with substantiation of payment (receipt or copy of the front and back of the Local Union cheque).

Communications

A written synopsis of each campaign shall be provided to the annual convention.

Evaluation

An evaluation shall take place after each campaign to assess strengths and weaknesses and to use that information in future campaigns.