



GUIDELINES

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

September 2017

INDEX

Equality Statement	2
Guidelines	3
Occupational Committee Guidelines	3
CUPE Alberta Division Standing Committee Guidelines	3
Standing Committees	3
Committee Members.....	4
Duties of the Committee Chairperson	4
Duties of Standing Committee Recording Secretary	5
Duties of Alberta Representatives and Alternate Representatives to CUPE National Committees.....	5
Agenda/Minutes Format.....	5
Parliamentary Procedure	5
Meeting Attendance.....	5
Standing Committee Expenses – Special Projects	6
General Terms of Reference	6
Executive Sub-Committees	7
Alberta Aboriginal Council Terms of Reference	7
Anti-Privatization/Political Action Committee Guidelines	10
Equality and Justice Committee Guidelines.....	11
Literacy, Communication and Technology Committee Guidelines	12
Environmental Resources Protection/Occupational Health & Safety Committee Guidelines	13
Pension and Benefits Committee Guidelines.....	14
Responsibilities of Area Vice Presidents and Alternate Area Vice Presidents	15
Duties of Trustees.....	15
Guidelines for Strike Appeals.....	16
Guidelines for the Alberta Division Ruth Shymka Education Fund	17
Financial Policies of the CUPE Alberta Division.....	17
Guidelines for the Alberta Division Defence Fund.....	18
Guidelines for Funding of Political Candidates Running in Provincial, Municipal, and School Board Elections.....	19
Guidelines for Gifts for Outgoing Division Executive Committee Members	19
Guidelines for the “I’m on Your Side Alberta Campaign.....	20

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 persons deserve dignity, equality and respect.

Guidelines

The following guidelines are subject to CUPE Alberta Executive Committee review at its first meeting following the CUPE Alberta Division Convention. These guidelines may also be amended from time to time by the CUPE Alberta Executive Committee.

Occupational Committee Guidelines

1. Occupational groups may be established to co-ordinate activities and programs of such groups.
2. The structures and bylaws of Occupational Groups shall be subject to the approval of the CUPE National Executive Board. All Bylaws shall also be forwarded to the CUPE Alberta Division Executive Committee prior to submission to the CUPE National Executive Board.
3. It shall not be necessary for locals to affiliate to the CUPE Alberta Division in order to participate in an occupational group.
4. The CUPE Alberta Executive Committee shall appoint a liaison 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 Division Executive Committee to carry out policies as set by the Convention and CUPE Alberta Executive Committee. These working committees are the following:

- Aboriginal Council
- Anti-Privatization Political Action Committee
- Equality and Justice Committee
- Literacy, Communication and Technology Committee
- Environmental Resources Protection, Occupational Health and Safety Committee
- Pensions and Benefits Committee

The effectiveness of CUPE Alberta Division 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 CUPE Alberta Executive Committee.

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

Committee Members

Committee members serve a two-year term. Prior to Convention, the CUPE Alberta Executive Committee shall request nominations from affiliated locals and provide information about each Committee. Locals are requested to outline the nominee's experience and involvement related to the Committee to which they are nominated.

The CUPE Alberta Executive Committee appoints members of Standing Committees from a list of nominees put forward by locals. The appointments take place at the first CUPE Alberta Division Executive Committee meeting after Convention-

When making Committee appointments, the CUPE Alberta Division Executive Committee will take into consideration the following criteria:

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

A Division Liaison CUPE Alberta Executive Committee member shall be appointed to each Committee. Roles and responsibilities include:

- Liaison with the CUPE Alberta Secretary Treasurer to make arrangements for Committee meetings
- Reporting to CUPE Alberta Division Executive Committee meetings on behalf of the Committee including the bringing forward of any recommendations or motions to the Division Executive Committee for action and approval
- Reports back to their assigned Committee
- Ensuring the Committee functions appropriately and effectively.

The Standing Committee Chair and Recording 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 CUPE Alberta Division Executive Committee.

Duties of the Committee Chairperson

The Chair will:

- In consultation with the Standing Committee Secretary and staff advisors, draft the agenda for each meeting.
- Report in writing to each CUPE Alberta Division Executive Committee meeting regarding the Standing Committee's activities and submit any recommendations for approval.
- With input from the Standing Committee, prepare the annual report of the Committee's activities to the CUPE Alberta Division Convention. The report shall be supplied to the CUPE Alberta Division Recording Secretary no later than February 15th in order to be included in the convention kit.

Duties of Standing Committee Recording Secretary

The Recording 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 Recording 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 Division Recording Secretary at least one week before they leave for the National Meeting. Report on the work of the National Committee must be submitted to the CUPE Alberta Division Recording Secretary within three weeks of each meeting.

Agenda/Minutes Format

The Standing Committee Recording 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 seconder 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 Standing Committee meetings. At the beginning of each term, the Chairperson will provide a copy of the rules of order to committee members.

Meeting Attendance

Upon notice of a meeting, Standing Committee members shall notify the Chairperson as to their attendance. The Chairperson will advise the CUPE Alberta Division Secretary Treasurer if quorum will or will not be achieved. If there is no quorum, the meeting will be cancelled and members notified by the Chairperson. If quorum is lost at the time of the meeting, the meeting will proceed with the business of the Standing Committee.

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

Standing Committee Expenses – Special Projects

After each Division Convention, Standing Committees will review their mandate, any Convention resolutions or policies and draft a plan of the activities the Standing Committee will undertake over the course of the year. This plan must be approved by the CUPE Alberta Division Executive Committee.

Standing Committees wishing to undertake projects that require funding must prepare a detailed budget. The CUPE Alberta Division Executive Committee must approve this budget and upon approval, the Chairperson will be responsible for monitoring expenses and staying within the budget allotted to the project.

With the approval of the CUPE Alberta Division Executive Committee, Standing Committees acting on resolutions to hold conferences shall:

- Contact the CUPE Regional Director, Educational Representative and CUPE Alberta Division President prior to any invitation being communicated for facilitators or guest speakers.
- Contact the CUPE Regional Director and CUPE Alberta Division President when making requests for staff.

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 CUPE Alberta Division Executive Committee up-to-date in these areas.
- Review their mandate from Convention and develop a plan of action for their term.
- Deal with business referred to them by the CUPE Alberta Division Executive Committee.
- Carry out activities of the Standing Committee and report in writing with recommendations, if any, to CUPE Alberta Division Executive Committee meetings.
- Subject to CUPE Alberta Division Executive Committee approval and in co-ordination with the CUPE Alberta Division Table Officers, organize provincial or regional conferences.
- Liaise with affiliated locals, CUPE National and the Alberta Federation of Labour in matters related to their respective jurisdiction.
- Receive prior approval from the Division President or Recording Secretary before all correspondence, printed materials, public statements, etc. are produced.
- Communicate with other members of the Committee. The Division Recording Secretary will supply the names and telephone numbers of Standing Committee members who have given their approval.
- Report annually on Standing Committee activities to the Convention of CUPE Alberta Division.

- Not have any authority to act or speak on behalf of CUPE Alberta Division.

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

Executive Sub-Committees

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

Alberta 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 Unions and communities, locally, nationally and internationally.
- Advise the CUPE Alberta Division Executive Committee 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 CUPE Alberta Division Executive Committee on Aboriginal issues in CUPE.
- Report on the AAC’s progress to the CUPE Alberta Division 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 CUPE Alberta Division Convention.

Composition of the Alberta Aboriginal Council and Expectations

- The AAC 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.
- AAC 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 AAC Senators 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 CUPE Alberta Division President.
- AAC members shall be elected for a two-year term.
- Members interested in running for positions on the AAC shall submit their applications prior to the beginning of the elections to the current Alberta Aboriginal Council or to the CUPE Alberta Division President.
- In the event of a vacancy occurring during the term – the CUPE Alberta Division President shall have the opportunity to appoint upon direction of the AAC.
- Any AAC 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 AAC member should strive to achieve excellence in implementing and achieving the AAC's objectives and must be prepared to express CUPE position on our issues and the work of the Alberta Aboriginal Council at forums, conferences, schools, conventions, community meetings at local and national levels.

Duties of Alberta Aboriginal Council Members:

Senators

- Provide leadership and coordination of activities at AAC meetings.
- Maintain communications at all levels and engage in ongoing self-development and education on Anti-Racism and emerging trends.
- Keeping the AAC members motivated, on track and focused at and between meetings.
- Carry out any tasks entrusted to them by the AAC.
- Work closely with the AAC CUPE staff advisor in carrying out AAC tasks, planning meetings, conference calls, agendas and preparation of the AAC reports.
- Address Aboriginal issues and concerns at the CUPE Alberta Division Executive Committee meetings.
- Keep the CUPE Alberta Division Executive Committee updated on the AAC decisions and vice-versa.
- Provide advice to the CUPE Alberta Division Executive Committee on Aboriginal issues and have issues referred to the AAC.
- Report to the Table Officers and the CUPE Alberta Division Executive Committee to support and implement AACs' 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 Alberta to share information and address their concerns.
- Promote the AAC's profile.
- Advise the AAC on CUPE's structure and the budget process.
- Promote the Aboriginal education of the CUPE Alberta Division Executive members on Aboriginal issues.
- Maintain an activists' list and assist in distributing Aboriginal materials and information to the locals.

Alberta Aboriginal Council Members

- Attend and actively participate in all AAC meetings.
- Undertake follow-up work between meetings in their region of the province and identify

any barriers.

- Regularly report to the AAC CUPE staff advisor and the leadership of their activities in the region prior to the AAC meeting.
- Provide feedback and input on draft minutes, CUPE documents, campaigns, reports and policies.
- Actively promote the AAC's work and increase their profile by keeping Aboriginal issues as a priority on all agendas.
- Work closely with Local Aboriginal 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 in local Unions 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 CUPE National Education Representative and the regional education committees.

Alberta Aboriginal Council CUPE Staff Advisor

- Coordinates conference calls
- Assists AAC members to circulate, distribute and provide Aboriginal materials to locals, conventions, conferences, schools and other events.
- Assists AAC members to organize Aboriginal initiatives in their locals and assists in writing resolutions and speaker's notes if needed.
- Works closely with CUPE National Communications Representative to produce and update Aboriginal materials and coordinates ads for Days of Action as requested by the AAC.

How the Alberta Aboriginal Council Operates

- A minimum of two AAC meetings a year. If an extra AAC meeting is required to focus on a particular matter, this meeting will be requested as needed.
- To promote input from all locals of the province, the AAC 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 AAC will decide whether it will be a secret ballot or by show of hands.
- Following provincial conventions Division Conventions, the AAC shall prioritize all passed resolutions and develop a plan of action for the next two years.
- The AAC shall assist the Secretary Treasurer in preparing an annual proposed budget for the AAC 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 Committee who shall have voice but no vote) from the affiliates of CUPE Alberta Division in good standing, who shall be appointed by the CUPE Alberta Division Executive Committee. 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 Division 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 CUPE Alberta Division Executive Committee. The Chairperson will make a report and provide it to the Liaison assigned to their Standing Committee after each Standing Committee meeting. The Division Liaison will ensure the report is provided to the CUPE Alberta Division Executive Committee.

7. The Committee will prepare a 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.

Equality and Justice Committee Guidelines

1. The Equality and Justice Committee of the CUPE Alberta Division shall be comprised of a maximum of nine members (including a Liaison from the Division Executive who shall have voice but no vote and a Young Worker representative) from the affiliates of the Division in good standing, who shall be appointed by the CUPE Alberta Division Executive Committee. 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, fairness, justice and dignity for all people impacted by but not limited to Diversity groups (outlined in Section 6 of the CUPE Alberta Constitution), and not achieving full potential because of bigotry, unfair treatment, or discrimination. The committee shall work towards achieving those goals within CUPE, the labour movement, our workplace and Alberta society.
 - b. To work to promote solidarity programs to improve conditions for workers around the world, in particular workers who find themselves exploited as a result of global economic policies.
 - c. To promote and develop intensive education and training to combat discrimination, racism and bigotry and promote tolerance, acceptance and full inclusion of minorities at every level of the CUPE.
 - d. To promote education programs in the workplace and to ensure harassment free workplaces.
 - e. To network with organizations outside of CUPE promoting similar principles.
 - f. To promote employment equity principles.
 - g. To promote mental health awareness.
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 CUPE Alberta Division Executive Committee. The Chairperson will make a report and provide it to the Liaison assigned to their Standing Committee after each Standing Committee meeting. The Division Liaison will ensure the report is provided to the CUPE Alberta Division Executive Committee.
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.

Literacy, Communication and Technology Committee Guidelines

1. The Literacy, Communications and Technology Committee of the CUPE Alberta Division shall be comprised of a maximum of nine members (including a representative from the CUPE Alberta Division Executive (who shall have voice but no vote) 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 Literacy, 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.
 - b. Promotion of literacy initiatives and actions within CUPE Alberta, our workplaces and society;
 - c. Encourage CUPE, employers and government to use clear language.
4. The cost of any program to be undertaken by the Literacy, Communications and Technology 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 CUPE Alberta Division Executive Committee. The Chairperson will make a report and provide it to the Liaison assigned to their Standing Committee after each Standing Committee meeting. The Division Liaison will ensure the report is provided to the CUPE Alberta Division Executive Committee.

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 Alberta Division Executive Committee.

Environmental Resources Protection/Occupational Health & Safety Committee Guidelines

1. The ERP/OHS Committee of CUPE Alberta shall be comprised of a maximum of nine members (including a representative from the CUPE Alberta Division Executive who shall have voice but no vote) 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 committee shall include but not be limited to the following:
 - a. Assessing and monitoring all environmental issues of interest to CUPE Alberta and its members.
 - b. To advise, assist and provide direction to the Division on all matters of environmental concern;
 - c. To promote the policies and principles of CUPE that relate to the Environment;
 - d. To promote the improvement of Health & Safety conditions in all Alberta workplaces through education of workers and management, better legislation and regulation, vigorous enforcement of safety rules and the promotion of a safety culture in all workplaces.
4. The cost of any program to be undertaken by the ERP/OHS 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 CUPE Alberta Division Executive Committee. The Chairperson will make a report and provide it to the Liaison assigned to their Standing Committee after each Standing Committee meeting. The Division Liaison will ensure the report is provided to the CUPE Alberta Division Executive Committee.
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 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 (who shall have voice but no vote) 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 CUPE Alberta Division Executive Committee. The Chairperson will make a report and provide it to the Liaison assigned to their Standing Committee after each Standing Committee meeting. The Division Liaison will ensure the report is provided to the CUPE Alberta Division Executive Committee.
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 CUPE Alberta Division 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 CUPE Alberta Division Executive Committee as called by the President. When unable to attend, they shall delegate their Alternate Area Vice President to attend CUPE Alberta Division Executive Committee 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 CUPE Alberta Division Secretary 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 invoice shall be supplied to the CUPE Alberta Division Secretary Treasurer before such payment is made.
4. Area Vice Presidents may be invited to attend Local Union meetings as well as request invitations to Local Union meetings.
5. Area Vice Presidents are encouraged to communicate with unaffiliated Local Unions within their area.
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 Secretary Treasurer. When there is no change in the position of Secretary Treasurer, the Trustee's shall meet annually. The Trustee's shall meet at the call of the Secretary Treasurer.

The Trustees shall forward their written report to the CUPE Alberta Division Secretary Treasurer for presentation to the CUPE Alberta Division Executive Committee meeting which follows their examination of the Division financial documentation and a written report shall be submitted annually to the Convention.

Section 2

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

Section 3

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 financial documentation of the Occupational Employee Committees.

Guidelines for Strike Appeals

In the event a local is, or is reasonably expected to be part of a job action, the local or National Representative will immediately notify the Secretary Treasurer of the Division and:

1. Supply the Secretary 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 Secretary Treasurer of the Division shall immediately inform the Division Table Officers.
3. The Division Table Officers shall be empowered to authorize an immediate 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 Secretary Treasurer will send out a strike appeal to all locals with copies to the National Representatives.
5. Strike appeal donations shall be directed to the Secretary Treasurer of the Alberta Division.
6. An accounting of all donations received directly by the Local shall be given to the Secretary Treasurer of the Division, to be presented at the CUPE Alberta Division Executive Committee meeting following the conclusion of the Strike/Lockout.
7. The Secretary Treasurer shall endeavour to recover the advance if possible.

Guidelines for the Alberta Division Ruth Shymka Education Fund

1. The purpose of the Ruth Shymka Education Fund is to assist Locals of fifty (50) members or less, to a maximum of \$500.00, for the purposes of sending one delegate to the CUPE Alberta Week Long School and up to \$100 to assist Locals in sparsely populated areas to send delegates to attend CUPE Education Schools.
2. Applications from Local Unions for support from the Ruth Shymka Education Fund must be made in writing a minimum of four weeks prior to the event. Applications must be sent to the CUPE Alberta Division Secretary Treasurer.
3. Funds for the Alberta Division Ruth Shymka Education Fund cannot exceed the limits outlined in Article 14 of the CUPE Alberta 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 CUPE Alberta Division Executive Committee will have authority to borrow money from one account via motion at Executive Committee Meetings. In the case of an emergent need, approval may be granted by the Table Officers. In all cases, 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 from Convention to Convention (ie. April 1 - March 31).
6. Wage claims will be paid only to locals or employers.
7. People required to travel on authorized Division business shall receive a \$15.00 per diem if they travel on the day prior to the business. Expenses above \$15.00 must be approved by the CUPE Alberta Secretary 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 Secretary Treasurer prior to booking.
 - c. Ground Travel – Buses, car rentals, and taxi cab rates will be paid upon presentation of receipts.
 - d. Parking - Parking will be paid upon presentation of receipts.

9. Commitments for donations, financial assistance and other special projects shall not be made without prior consultation with the CUPE Alberta Division Table Officers and submitted to the CUPE Alberta Division Executive Committee for approval.
10. The Division will endeavour to sponsor only two (2) Conferences a year.
11. Cheques payable to cash are not acceptable in any circumstances.
12. Cheques will only be issued with appropriate receipts/justification. Invoices or other relevant documentation must be submitted with each expense claim.
13. During the month in which the Convention is held, if a change in office of Secretary Treasurer or Recording Secretary takes place, then both the old and the new Table Officers will receive the monthly out- of-pocket expenses for the period of transition.
14. The maximum amount held in the Arbitration accounts at any one time is to be \$100,000.00.
15. CUPE Alberta Division shall pay for all room deposits for CUPE Alberta Executive Committee and Standing Committee members with the Division credit card. CUPE Alberta Division shall be responsible for the regular hotel room charges. Any damages or other outstanding costs shall be borne by the Executive or Standing Committee member. If the Executive or Standing Committee member is unable to cover those costs, an invoice will be submitted to the members' Local for payment. Members or Local Unions subject to invoices of this nature may appeal in writing to the CUPE Alberta Table Officers to review on a case by case basis.
16. When it is more cost effective or an emergent situation, Executive or Standing Committee members shall provide the CUPE Alberta Secretary Treasurer, President or Recording-Secretary with the airfare information and costs associated for their requested flight. The CUPE Alberta Secretary Treasurer, President or Recording-Secretary shall confirm the Executive or Standing Committee 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 proposal.
2. Upon receipt of an application for assistance from this fund the Secretary Treasurer of the Division will review the Locals' current financial status.
3. A Committee consisting of the CUPE Alberta Division Table Officers and the appropriate Area Vice President shall review the application and if possible make recommendations for consideration by the CUPE Alberta Division Executive Committee. If not possible the authorization will be approved by the Table Officers and appropriate Area Vice President.
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 Committee.

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 candidate may receive up to \$500.00.
2. Union members who are candidates in a provincial constituency and are running as a NDP candidate may receive up to \$200.00 upon approval of the CUPE Alberta Division Executive Committee.
3. CUPE members 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 Committee or by the Table Officers if the event is between CUPE Alberta Division Executive Committee 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 Secretary Treasurer.

Guidelines for Gifts for Outgoing Division 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 Committee.

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

Campaign Goals and Objectives

- Build solidarity among CUPE members and promote the work CUPE does to improve the lives of members and workers.
- 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.

Accessibility

- A local must apply prior to a campaign starting.
- The local executive contacts the CUPE Alberta Executive Committee 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 Division 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 Secretary Treasurer of their annual contribution to facilitate budgetary expenditures (campaign requests).

Application of Funds

- Applications of funds must not exceed \$5,000.00.
- 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 Division Convention.

Evaluation

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