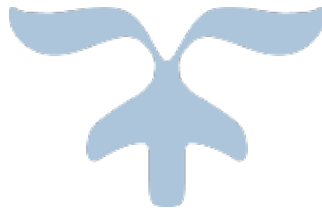


POLICY & PROCEDURE MANUAL

CALGARY AREA COUNCIL: COMPONENT OF AUPE



MAY 18, 2017

CALGARY AREA COUNCIL

Calgary Regional Office: 2116-27 Avenue NE, Calgary, Alberta

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1. INTRODUCTION

The area council component shall be known as Calgary Area Council, hereinafter referred to as CAC, a component of the Alberta Union of Provincial Employees, hereinafter referred to as AUPE.

2. GOVERNANCE

This Manual is intended to provide guidelines for the activities and procedures of CAC, but where a conflict exists between this Manual and the Constitution of AUPE, the latter shall prevail.

Article 24 of AUPE Constitution, Area Council and Section 5-3 of the Finance Policy & Procedure Manual outline the governance of Area Councils.

3. ELECTED OFFICERS

The Elected Executive Board shall consist of the Chair, Vice-Chair, Secretary, Treasurer or Secretary-Treasurer, and shall provide written or verbal reports at Monthly Meeting and provide a written report at the AGM.

3.01 CHAIR

In order to carry out the duties of this position, the Chair:

- a) Shall exercise supervision over the affairs of the CAC;
- b) Shall have access to review the financial records at any time;
- c) Shall have signing authority in conjunction with Treasurer. In the absence of the Chair, the Vice-Chair and/or Secretary shall be alternate signing authority;
- d) Shall have custody of a laptop;
- e) May remind each officer to report on the execution and administration of his/her position to the Regular Meetings and AGM scheduled of the members of CAC. This shall be forwarded to another executive to be presented if officer is unable to attend;
- f) Shall sign all official correspondence or may delegate that authority to another Executive Board Member;
- g) Shall conduct routine correspondence on behalf of CAC;
- h) Shall call and preside at all CAC meetings (Executive, Regular and AGM) and prepare the Agenda, or delegate the Vice-Chair to preside;
- i) Shall/may assign duties specific duties to Vice-Chair, Secretary or Treasurer;
- j) If any question arises as to the interpretation of the Constitution as it relates to the affairs of the CAC, the Chair shall give an interpretation which shall be final and binding on all affected parties unless and until reversed by the President.- Any member of a CAC may appeal an interpretation of the Chair to the President who shall render a decision within ten (10) days of receipt of the appeal; such decision shall be binding subject to the provisions of the Constitution;

- k) Shall, no later than the 30th day of June each year, convene an AGM of the members;
- l) In consultation with CAC Executive may cancel any event that does not appear to have sufficient participation of members to warrant the event;
- m) Shall provide updated information as required to the executive, event coordinators, members signed up on CAC Mailing List, and Website/Social Media;
- n) Shall provide a comprehensive annual report to be submitted to AUPE Secretary/Treasurer for inclusion in the Resolution booklet for each AUPE Convention. Within the time line of 90 days prior to Convention.

3.02 VICE CHAIR

In order to carry out the duties of this position, the Vice-Chair shall:

- a) assist the Chair in the execution of his/her duties and may act on his/ ~~or~~ her behalf when so authorized and shall discharge the responsibilities assigned;
- b) have alternate signing authority in the absence of the Chair;
- c) oversee calgaryareacouncil@aupe.ca and in a timely manner, respond to emails received;
- d) at each CAC Meeting, present a written or verbal report.

3.03 SECRETARY

In order to carry out the duties of this position, the Secretary:

- a) Shall be the administrative officer of CAC;
- b) Shall have alternate signing authority in the absence of the Chair, in conjunction with the Vice-Chair;
- c) Shall conduct routine correspondence on behalf of CAC or delegate;
- d) Shall have custody of:
 - A CAC laptop
 - Black carrying bag
 - Printer
 - And all peripheral accessories;
- e) Shall ensure that accurate Minutes are kept of all Meetings (Executive, Regular and AGM);
- f) Shall have custody of all minutes and records, and shall notify Union Headquarters within seven (7) days of becoming aware of any changes in the names and addresses of any member of the CAC;
- g) Shall book an AUPE room in advance of all meetings in the fiscal year;
- h) Shall at each CAC Meeting, present a written or verbal report.

3.04 TREASURER

In order to carry out the duties of this position, the Treasurer:

- a) Shall be the financial officer for CAC;
- b) Shall be aware that CAC's fiscal year is July 1 to June 30;
- c) Shall have custody of:
 - A CAC laptop
 - Printer
 - And all peripheral accessories

for charge of and conduct all financial books and documents for CAC;

- d) Shall ensure that all monies and/or cheques be deposited in a timely manner (maximum 10 business days) for each event on its own deposit slip (NO deposit will have more than one (1) event and monitor for chargebacks;
- e) Shall notify the event coordinators immediately where chargebacks exist;
- f) Shall have signing authority in conjunction with the Chair of CAC. In the absence of the Chair, the Vice-Chair and/or Secretary shall be alternate signing authority;
- g) Shall ensure that all funds of CAC be distributed by cheque drawn on the account of CAC and maintained by the Treasurer;
- h) All cheques signed by the Treasurer and Chair (or designate) of CAC. A third member of the Executive Board may be designated signing authority in absence of the Treasurer; Where a cheque is payable to the Treasurer, shall ensure that three (3) signatures are obtained (Treasurer plus Chair and/or Vice-Chair and/or Secretary);
- i) Shall prepare and present a monthly written report of previous months' bank transaction for all meetings (Executive, Regular and AGM);
- j) Shall make sure fiscal financial records are completed and ready to forward to Edmonton by July 31st to be audited. Such audits shall be completed and returned to CAC within thirty (30) days from the date the Executive Secretary-Treasurer receives the documents;
- k) Shall present financial audit to CAC membership at September meeting;
- l) Shall prepare an annual budget with assistance of Executive Board for presentation at AGM;
- m) Shall in between events, maintain possession of:
 - All "deposit only" bank stamps
 - Extra blank deposit books
 - Postage stamps
 - Blank envelopes and;
 - Custody of any and all unsold tickets;

- n) Shall sign off on member expense forms with original detailed receipt(s) prior to a CAC cheque being issued.

4. EMAIL/WEBSITE/SOCIAL MEDIA 4.01 EMAIL

- a) Members can directly get Posters/Newsletters to their personal email address by using link below and check off Calgary Area Council Mailing List Box:
<https://www.secure.campaigner.com/CSB/Public/Form.aspx?fid=1378015> ;
- b) The Vice Chair is responsible for monitor: calgaryareacouncil@aupe.ca

4.02 WEBSITE & SOCIAL MEDIA

- a) The CAC website <http://cac.aupe.ca> and Social Media shall be overseen by the Secretary with assistance from the volunteer Web Committee;
- b) Shall contain information such as:
- Regular & AGM meeting dates for the fiscal year;
 - Current events on sale with matching posters and proposed upcoming activities (all content provided by Chair);
- c) RSVP and comment section shall be directly linked to calgaryareacouncil@aupe.ca
- d) All administrator changes to website and social media must be approved by the Chair and notifies AUPE Headquarters;
- e) Posters are designed by a Designated CAC member well in advance of the Event going on sale. Designated Poster Member, Chair and Event Coordinator make sure all details accurate, and released 10 days before event starts.

5. ORGANIZATION AND MEETINGS 5.01 MEETINGS

- a) All CAC meetings are held at the AUPE Calgary Regional Office;
- b) Ground rules for Meetings:
- The agenda shall be adhered to
 - Meetings shall start and end on time
 - Statement of Equality will be read at the beginning of meetings
 - Speakers must be recognized by the meeting Chair
 - Everyone has the right to speak without interruption
 - All opinions are honoured
 - Issues of conflict will be openly addressed
 - Cell phones should be turned off or set to vibrate/silent during meetings

5.02 CAC MEMBERSHIP

- a) All members affiliated by AUPE Locals or Chapters shall be individual members of CAC;
- b) Members are entitled to attend and vote at Regular meetings and AGM;

- c) Members attending meetings will receive a Christmas and AGM meetings only.

5.03 EXECUTIVE BOARD

- a) Only persons who are members in good standing of the Union assigned to CAC may serve as an Elected CAC Officers and must maintain membership in good standing as a condition of holding office;
- b) Any member may request permission from the Chair to attend Executive Board Meetings of CAC as observer with NO VOICE OR VOTE;
- c) Any elected Executive Officer of CAC who fails to attend three (3) consecutive meetings without just cause shall be deemed to have resigned (Article 20.07 of Constitution);
- d) Outgoing Elected CAC Officer shall hold their position until immediately following the AGM and will have voice but NO VOTE.

6. EVENT ORGANIZATION

6.01 MEMBER EVENT PAYMENTS

- a) CAC will accept:
 - Personal Cheques
 - Cash
 - Money Orders
 - Bank Drafts
 - Certified Cheques as an acceptable method of payment from members purchasing Event tickets (consistent with AUPE Finance P&P).

6.02 EVENT PROPOSALS

- a) When an event is proposed, the CAC Executive will take details for consideration for next year's AGM Budget, criteria set out below will apply. The criterion that must be met is:
 - Accessibility to all CAC members to be involved in the proposed event if they so desire;
 - Fall within the allotted fiscal yearly budget; and
 - Is approved for consideration by the CAC members at the AGM;
 - The event shall be discussed and actions listed for future consideration;
 - Should an event require extended insurance coverage, AUPE

Headquarters must be notified prior to event happening with all including details.

b) Motions for event shall include:

- Total number of tickets to purchase
- Budget
- Sale dates (start/finish)
- Selling price

c) The process after proposed event is approved for next fiscal year, shall be:

- Event budget shall be prepared in accordance with Finance Section 6.03; and;
- At least one member of the Executive Board is to be assigned as liaison with the event coordinator for the event;
- The event must remain within the proposed budget. All invoices, original deposit slips are to be given to the Treasurer for accounting and payment.

6.03 EVENT PAYMENTS MADE BY CAC

a) Three types of CAC events - all single one use ticket - to promote social and general welfare:

- Sell tickets then Pay Vendor and obtain tickets: (i.e. - Stage West and Jubilations)
- Pay vendor, receive tickets then sell tickets: (i.e. – Cineplex, Zoo) Obtain tickets, sell to members then return unsold and pay for what sold: (i.e. - Calaway Park)

6.04 EVENT DEPOSITS

a) Option of current Executive either: All tickets purchased for sale must first be received and recorded by the Treasurer or designate, then turned over to the Event Coordinator or Event Coordinator gets tickets, and confirms count and notifies

Treasurer;

- Original signed Activity Reports/Summaries are to be given to the Treasurer and 4 more copies for rest of the Executive and MSO at the first meeting following the closing of the event. Event must balance. Copies will be available to members who so wish their own copy;
- All monies/cheques shall be deposited in a timely manner (within 10 days of receipt of funds with only one (1) event per deposit slip);
- The Treasurer shall receive the following information concerning all deposits:
 - i. Who made the deposit

- ii. What event
- iii. Number of tickets = deposit
- iv. Promptly after making the deposit, coordinator will email details to Treasurer and/or another coordinator.
- v. At next meeting, provide Treasurer with original deposit slips and if another coordinator involved, a copy of deposit slip.

6.05 HONORARIUMS

- a) CAC Elected Executive in lieu of honorarium will receive a maximum of two (2) free tickets to all CAC events that are sold to the membership at a cost no greater than \$45.00/ticket.
 - Events with tickets sold to members of over \$45.00/ticket, the Executive Board members shall pay the difference between the Corporate Cost and \$45.00 (for example: Stage West Adult corporate cost is \$65.00, sell at \$50.00 then \$20.00 is cost for one ticket to Executive or \$40.00 for max of the 2 tickets);
 - If an Executive Board member wish to purchase more tickets for the same event they may do so at the cost offered to membership;
 - Also receive a meal before/during each monthly Executive Meeting.
- b) Designated Poster Designer (Member):
 - Shall receive two (2) free tickets to one (1) CAC Event of their choice each fiscal year;
- c) Web/Social Media Committee:
 - Shall receive two (2) free tickets to one (1) CAC Event of their choice each fiscal year;
- d) Event Coordinators:
 - Event Coordinators shall receive a maximum of two (2) free tickets to the event they are coordinating up to a maximum of \$45/ticket.

7. FINANCES

7.01 ANNUAL BUDGET

- a) The CAC Treasurer, in consultation with the rest of the CAC Executive Board will prepare a proposed Annual Budget for presentation at the AGM. The proposed budget can only be altered by the membership at the AGM and subsequently passed. The adopted budget is then promptly forwarded to the AUPE Executive Secretary-Treasurer;

- b) The Annual Proposed Budget for CAC must not include expenses that exceed current Annual Rebate Revenue along with unspent funds being held in CAC bank account at time of the AGM, therefore, the final AGM budget for the next fiscal year must be a balanced one.

7.02 FUNDS OF CAC

- a) All funds of CAC shall be deposited in the name of CAC to a Chartered Bank, Credit Union, Treasury Branch or other financial institution;
- b) All funds of CAC shall be disbursed by cheque drawn on the account of CAC and signed by both the Treasurer and the Chair. A third member of the Executive Board may be designated signing authority in the absence of the Treasurer;
- c) Any cheque payable to the Treasurer must have 3 signatures, being the Treasurer and 2 others;
- d) Under the control of CAC, all funds and property remain the property of AUPE. The Elected Executive Board of CAC shall be accountable for all such funds and property if CAC is merged, amalgamated, dissolved or divided.

8. ACCOUNTING PROCEDURES

8.01 PAYMENTS

- a) All payments of original vendor invoices and member expense claim forms with original receipts will be via CAC cheque never cash as pursuant to the auditor's request.

8.02 POST DATED CHEQUES

- a) When a cheque is received, which is post dated, this will be handled in the same manner as if the member presented themselves to the Event Coordinator. On that date (on the cheque) with cash (if tickets still available then cheque processed) and order is filled, but;
- b) If on that date indicated on Post Dated Cheque, NO tickets are available, then order is not filled or the cheque processed. As happens when limited amount of tickets purchased and they sell out before the End of Sale Date on Poster.

8.03 INCOMPLETE CHEQUES

- a) The Event Coordinator will attempt to contact the member indicating cheque received but cannot be process due to:
 - Cheque not signed

- Incorrect date, etc stating member needs to respond by a certain date;
- b) If the member doesn't meet the date indicated, then order is considered void and the Event Coordinator doesn't spend numerous attempts to right the order;
- c) The Treasurer is to advise event coordinators of any NSF/Chargeback fees to be collected.

8.04 ORDERS FROM NON-CAC MEMBERS

- a) CAC members fund via their monthly Union dues discounted tickets to members. In proper governance, CAC members are the only ones who benefit;
- b) If receive ticket orders from outside the CAC Zone, order/cheque will be returned unfilled with a letter indicating that tickets are only available to CAC members. Also in the letter, it will indicate which Area Council is theirs by mailing address on return envelope.

8.05 CHEQUE CLEARANCE

- a) For all cheques received for events, the cheque must clear at bank prior to tickets being distributed (approximately 10 days following deposit date).

8.06 TICKET SALES AT CAC MEETINGS OR ONSITE SALES

- a) Event tickets sold at CAC meetings and for any onsite sales are to be cash sale only.

9. PRIORITY DOCUMENTATION

9.01 ORDER OF PRIORITY

- a) The procedure laid down in this manual shall be applied to the conduct of all proceedings of CAC. Documents will not conflict with each other. If there is a conflict, the order of priority shall be:
 - AUPE Constitution
 - AUPE Policies and Procedures
 - CAC Policies and Procedures

Each of these documents are binding on the CAC members.

10. AMENDING CAC POLICY AND PROCEDURES MANUAL

- a) All proposed changes shall be provided with the regular agenda. Members will review and provide feedback on proposed changes. Amendments to this manual shall be presented in accordance with the Rules of Order and by simple majority vote-