



# POLICY AND PROCEDURE MANUAL



(Updated 2023 June)

**TABLE OF CONTENTS**

<b>INTRODUCTION</b>	<b>3</b>
<b>GOVERNANCE</b>	<b>3</b>
<b>ORGANIZATION AND MEETINGS</b>	<b>3</b>
<b>OFFICERS</b>	<b>4</b>
<b>HONORARIUM</b>	<b>6</b>
<b>FINANCE COMMITTEE</b>	<b>6</b>
<b>FINANCES</b>	<b>6</b>
<b>ACCOUNTING PROCEDURES</b>	<b>7</b>
<b>EVENT ORGANIZATION</b>	<b>8</b>
<b>TICKETS – EXTERNAL VENDOR</b>	<b>8</b>
<b>GENERAL</b>	<b>9</b>

## **1. INTRODUCTION**

This Area Council shall be known as Edmonton Area Council, hereinafter referred to as EAC, 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 EAC but where a conflict exists between this Manual and the Constitution of AUPE, the latter shall prevail (Article 24 AUPE Constitution Section 5-3 of the Finance Policy & Procedure Manual):

- 2.1 The objectives of an Area Council shall be to promote and provide for the social and general welfare of its membership (Article 24.01 of the AUPE Constitution).
- 2.2 Chapters, or in special cases members, in an area may apply to the Executive Committee to establish an Area Council. The Executive Committee may allow the establishment of such Council, and define the area within which the Council will operate. Any members who have been assigned to a Chapter or Local located outside their regular area of residence may, with the approval of their Executive Board, join the Area Council closest to their regular place of residence or employment. In the case of Locals without Chapters, the Local may affiliate with the appropriate Area Council (Article 24.02 of the AUPE Constitution).
- 2.3 This Council does not provide sponsorship for other organizations but rather is the organizational entity for events and promotional discounts for the membership in the Edmonton and surrounding area as listed on AUPE Area Council boundary.

## **3. ORGANIZATION AND MEETINGS**

- 3.1 EAC shall hold an Annual General Meeting hereinafter referred to as AGM prior to June 30th each year (Article 24.04 of the AUPE Constitution).
- 3.2 EAC shall elect an Executive Board consisting of a Chair, Vice Chair, Secretary, Treasurer or Secretary-Treasurer. The Executive Board members shall be elected by a majority vote (50% plus 1) of the Council's members present and voting at the election AGM. The Executive Board shall meet from time to time at the call of the Chair; and the quorum for such meetings shall be fifty percent plus one (50% + 1) of its members (Article 24.05 of the AUPE Constitution).
- 3.3 The officers shall be elected for a term of two (2) years and such election shall take place in the same election year as that of the President. The elected officers shall assume the duties of their office immediately following the AGM (Article 24.06 of the AUPE Constitution).

- 3.4 Any member of the Executive Board who fails to attend three (3) consecutive meetings of EAC without just cause shall be deemed to have resigned (Article 20.07 of the AUPE Constitution).
- 3.5 If the office of a member of the Executive Board becomes vacant, EAC shall promptly elect, from amongst its members, one member to fill the office until the next AGM of EAC (Article 24.07 of the AUPE Constitution).
- 3.6 The quorum for all meetings of EAC (except Executive Board meetings) will be seven (7) members (Article 24.09 of the AUPE Constitution).
- 3.7 All members affiliated by Locals or Chapters shall be individual members of EAC entitled to attend and vote at all scheduled meetings of EAC.
- 3.8 Any member may request permission from the EAC Chair to attend Executive Board meetings of EAC as an observer with no voice and no vote.
- 3.9 The Executive Board shall meet as required prior to a scheduled meeting; and, meetings of EAC may be called as necessary by the Chair.
- 3.10 A Sub-Finance Committee shall be appointed to over see the finances.
- 3.11 The Executive Board shall have authority to strike sub Committees as may be necessary to facilitate the objectives of EAC.

#### 4. OFFICERS

This section outlines the executive positions and responsibilities of the Executive Board of EAC. The Executive Board shall consist of the Chair, Vice-Chair, Secretary and Treasurer, and must provide a written reports at all AGM. The Executive Board must be in attendance (where applicable) at all EAC Events specially the Children's Christmas party and the Summer picnic.

- 4.1 **CHAIR:** In order to carry out the duties of this position, the Chair:
  - a) shall exercise supervision over the affairs of the EAC;
  - b) shall call meetings of the Executive Board as well as regular EAC meetings;
  - c) shall preside at meetings, or delegate the Vice-Chair to preside;
  - d) shall sign off all official correspondence or may delegate that authority to another Executive Board member;
  - e) shall remind each officer to report on the execution and administration of his/her office to the AGM;
  - f) shall remind the Treasurer to provide a one page Financial Report to Executive Board a week prior to the meeting and to membership at the scheduled meetings;

- g) shall request to see the financial books and any time;
- h) shall give an interpretation of the AUPE Constitution as required, relating to the affairs of EAC. Any member of EAC may appeal an interpretation of the Chair to the President of AUPE and such decision by the President shall be binding subject to the provisions of the Constitution [Article 9.02(f) of the AUPE Constitution];
- i) shall, no later than the 31<sup>st</sup> day of May each year, convene an AGM; and may, in consultation with the Executive Board, cancel any event that does not appear to have sufficient participation to warrant the event; and
- j) shall/may assign specific duties to the Vice-Chair.

4.2 **VICE-CHAIR:** In order to carry out the duties of this position, the Vice-Chair:

- a) shall assist the Chair in the execution of his/her duties and may act on his/her behalf when so authorized; and
- b) shall perform all responsibilities assigned by the chair.

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

- a) shall be the Financial Officer of EAC;
- b) shall have custody of EAC books, financial and accounting documents;
- c) shall ensure that all monies and/or cheques be deposited in a timely manner and shall maintain/posses a 'deposit only' bank card;
- d) shall maintain such financial records as may be required by the EAC Sub-Finance Committee or AUPE;
- e) shall comply with the requests from AUPE to have an audited financial statement of the affairs of EAC;
- f) shall provide a one page Financial Report to Executive Board a week prior to the meetings and to membership at the scheduled meetings;
- g) shall prepare and present an Annual Budget in accordance with the Finance Section 6.03 along with a Financial Statement (Approved Budget vs Actuals) to the Executive Board and Sub Finance Committee and a week prior to the AGM and to the membership at the AGM; and
- h) shall ensure that all funds of EAC be distributed by cheque drawn on the account of the component maintained by the Treasurer and shall be signed by two Executive Officers of the component Executive Board including where practicable, the Treasurer. Signatories on cheques from component funds.

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

- a) shall be the Administrative Officer of EAC;
- b) shall have charge of and prepare routine correspondence and meeting materials on behalf of EAC;
- c) shall have the custody of the EAC laptop, software and all peripheral accessories, as well as all correspondence, minutes and records;

- d) shall have the custody of the EAC laptop, software and all peripheral accessories, as well as all correspondence, minutes and records;
- e) shall ensure that accurate minutes are kept at all meetings;
- f) shall report on the administrative activities of his/her office to the AGM; and

## **5. HONORARIUM**

To recognize the Executive Board (Chair, Vice Chair, Treasurer and Secretary) shall be awarded \$500.00 per year (July to June). If an Executive Board member does not fulfill its term before the next election, their Honorarium will be prorated. All money received by the Executive Board will receive a T4 slip for the said amount.

## **6. SUB-FINANCE COMMITTEE**

- 6.1 EAC shall elect three Representatives and one Alternate Representative to represent this Committee led by the Treasurer.
- 6.2 These members shall be elected for a term of two (2) years and such election shall take place in the same election year as that of the Executive Board.
- 6.3 This Committee shall meet at least three times a year to oversee cash flow, expenditures as well as the sales and distribution of tickets.
- 6.4 Mileage and meal allowance will be covered as per AUPE Policy when they meet as a Committee.

## **7. FINANCES**

- 7.1 EAC shall be funded by an approved budget, allocated by Headquarters. EAC shall annually submit a budget to the Executive Secretary – Treasurer for approval (Article 24.03 of the AUPE Constitution and/or Section 5-3 of the Finance Policy and Procedures Manual);
- 7.2 The Treasurer, in consultation with the Executive Board and, if applicable, shall prepare an annual budget for presentation at the AGM. The annual budget can only be altered by the membership at the AGM and subsequently passed. The adopted budget is then promptly forwarded to AUPE, Finance Department;
- 7.3 The annual budget must not include expenses that exceed current annual revenue; therefore, the final budget must be a balanced budget;
- 7.4 All EAC funds shall be deposited in the name of EAC in Alberta Treasury Bank, or other financial institution as directed by AUPE;

- 7.5 All EAC funds shall be disbursed by cheque drawn on the account of the component maintained by the Treasurer and shall be signed by two Executive Officers of the component Executive Board including where practicable, the Treasurer;
- 7.6 Funds and property of AUPE under the control of EAC remains the property of AUPE. The Executive Board shall be accountable for all such funds and property if EAC is merged, amalgamated, dissolved or divided;
- 7.7 The Sub-Finance Committee comprising of three EAC members and one EAC member as an Alternate shall be formed in liaison with the Treasurer. This is to oversee the Treasurer's books and also help someone taking this position in near future;
- 7.8 When and if a members serves in the office of the Executive Board for three (3) terms (six continuous years), EAC will gift (not exceeding \$100) to that member as a token of Thank you and will be presented that at the scheduled EAC meeting. This token of appreciation is only given once to that member.

## **8 ACCOUNTING PROCEDURES**

- 8.1 Expense claim forms are for only one (1) event at a time. All original receipts and/or invoices are required to be provided with the claim form. Do not claim for more than one (1) event per form;
- 8.2 EAC may subsequently approve mileage of EAC Executives Board (Chair, Vice Chair, Treasurer and Secretary) for maintaining business outside the Regular meetings for example, EAC Executive meetings, planning events, and organization of upcoming event;
- 8.3 EAC members will be paid mileage when assisting with any events planning EAC (i.e. picking up items for events) and to attend any Event meetings;
- 8.4 Members that sign up to volunteer at the EAC Children's Christmas party, EAC Summer Picnic and/or the EAC Camping trip, shall receive a \$30 cheque for each event. The Executive Board members are not eligible;
- 8.5 Ticket sales for each event, money collected should be deposited separately and recorded as to what event the funds are for;
- 8.6 Submit to the Treasurer or Executive Board member all original receipts, invoices or bills pursuant to the auditor's request;
- 8.7 If payment of funds is required, a written request outlining the reasons must be submitted to an Executive Board and approved by the Executive Board, who will follow standard AUPE Application for Advance procedures. The invoice, bill or receipt must be provided as soon as possible;
- 8.8 Gift Cards purchased as door prizes for EAC events/meetings must not be used to offset executives' expenses.

## **9. EVENT ORGANIZATION**

- 9.1 When an event is proposed, the criteria set out below will apply. Any event proposals can be forwarded to next year's AGM for consideration in that year's budget. The criterion that must be met is:
- a) accessibility to all AUPE members to be involved in the proposed event if they so desire;
  - b) falls within the allotted yearly budget; and
  - c) is approved by the Council members at a scheduled meeting.
- 9.2 Once a proposal is approved, the following will apply:
- a) shall prepare an annual budget in accordance with Finance Section 6.03;
  - b) at least one member of the Executive Board is to be assigned as liaison with the event coordinator of the function;
  - c) any meeting must be pre-approved by the Executive Board. Meetings should take place (when allowed) at the AUPE, HQ or at the members' residence. When and if a dinner meeting is scheduled a budget must be presented to the Executive Board;
  - d) the function must remain within budget. When receipts/invoices are remitted to the Treasurer funds will be disbursed;
  - e) disbursed monies must include the cost of advertising the event to all EAC membership;
  - f) activity reports/summaries are to be presented at the meeting following the closing of the event. Shall include action lists for future events; and
  - g) AUPE HQ must be notified, prior to the event, of event details to ensure insurance coverage is extended.

## **10. TICKETS – EXTERNAL VENDOR**

- 10.1 For any event, which requires the purchase of tickets, a specific number (series of ticket numbers) will be assigned to an EAC Representative hereinafter referred as Rep. The Rep will be responsible for both tickets and funds. The attached Accountability and Responsibility form will be required to be signed by the Rep who accepts responsibility for the tickets taken. EAC shall accept cash, money orders or certified cheques as an acceptable means of payment;
- 10.2 The Rep's name, Local/Chapter, location, email address and/or phone number will be posted on the EAC website;
- 10.3 There will be a limit of one pack Cineplex/Landmark movie tickets and one pack of WEM Choice passes allowed per Rep. No tickets will be given if the Rep has any outstanding tickets/passes;
- 10.4 The Rep must up-date the Treasurer at every EAC meeting on the status of the tickets/passes that they have in their possession;



- 10.5 The Rep who has taken tickets/passes – once the tickets/passes are sold they must connect with the Treasurer to arrange the surrender of the money;
- 10.6 EAC Members requesting to sell tickets at their worksite location, shall regularly attended EAC meetings (Year = EAC AGM, June to May) before an Accountability Form will be accepted. Regular attendance is defined as a minimum of three (3) continuous meetings;
- 10.7 The Treasurer/Sub-Finance Committee shall have the right to inquire status of the tickets/passes taken to sell by the Rep. Failure in providing a substantial rationale for tickets/passes not being sold will result in no tickets/passes being issued to that Rep;
- 10.8 EAC Members may purchase up to 20 movie tickets and/or WEM Choice passes in one transaction.
- 10.9 At larger events where there is an assigned seating for all attendees, there will be no more than 20 reserved seats for the benefit of volunteers working at that event and, where applicable, each volunteer's spouse or guests;
- 10.10 At smaller events where the registered attendees is less than 200 attendees, reserved seating will not exceed 10% of the registered attendees;
- 10.11 EAC shall allow Retired members, Life Time members and Associate members to purchase Cineplex/Landmark movie tickets and WEM Choice passes, only. Furthermore, Retired members, Life Time members and Associate members **cannot** purchase any Event tickets hosted by EAC.

## 11 GENERAL

- 11.1 Only persons who are members in good standing of AUPE may serve as officers of EAC and shall maintain membership in good standing as a condition of holding office;
- 11.2 The procedure laid down to this manual shall be applied to the conduct of all proceedings of EAC; and
- 11.3 Proposed changes to this manual shall be presented in accordance with the Rules of Order (Article 31) and discussed and voted upon a scheduled EAC meeting.