



# POLICY AND PROCEDURE MANUAL

*(Updated 2024 December)*

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## **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 AUPE Constitution, the latter shall prevail (Article 24 of the AUPE Constitution and 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).

## **3. ORGANIZATION AND MEETINGS**

- 3.1 EAC shall hold the Annual General Meeting hereinafter referred to as AGM prior to May 31<sup>st</sup> each year (Article 24.05 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 24.06 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 24.07 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 20.06 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 24.08 of the AUPE Constitution).
- 3.6 The quorum for all meetings of EAC (except Executive Board meetings) will be seven (7) members (Article 24.10(a) of the AUPE Constitution).
- 3.7 The Executive Board shall meet as required prior to a scheduled meeting; and, meetings of EAC may be called as necessary by the Chair.

- 3.8 A Sub-Finance Committee shall be elected to oversee the finances as per Section 6 below.
- 3.9 The Executive Board shall have authority to strike subcommittees 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. Each executive member must provide a written report at every AGM. The Executive Board should be in attendance (where applicable) at all EAC events especially the Children's Christmas party and the Summer picnic.

##### **4.1 CHAIR:** In order to carry out the duties of this position, the Chair:

- 4.1.a) shall exercise supervision over the affairs of the EAC;
- 4.1.b) shall call meetings of the Executive Board as well as regular EAC meetings;
- 4.1.c) shall preside at meetings, or delegate the Vice-Chair to preside;
- 4.1.d) shall sign off all official correspondence or may delegate that authority to another Executive Board member;
- 4.1.e) shall remind each officer to report on the execution and administration of their office at the AGM;
- 4.1.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;
- 4.1.g) may request to see the financial books at any time;
- 4.1.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];
- 4.1.i) shall, prior to 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
- 4.1.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:

- 4.2.a) shall assist the Chair in the execution of their duties and may act on the Chair's behalf when so authorized; and;
- 4.2.b) shall perform all responsibilities assigned by the Chair.

- 4.3 **TREASURER:** In order to carry out the duties of this position, the Treasurer:
- 4.3.a) shall be the Financial Officer of EAC;
  - 4.3.b) shall have custody of EAC books, financial and accounting documents;
  - 4.3.c) shall ensure that all monies and/or cheques be deposited in a timely manner and shall maintain/possess a 'deposit only' bank card;
  - 4.3.d) shall maintain such financial records as may be required by the EAC Sub-Finance Committee or AUPE;
  - 4.3.e) shall comply with the requests from AUPE to have an audited financial statement of the affairs of EAC;
  - 4.3.f) shall provide a comprehensive Financial Report including budgeted vs actual to Executive Board a week prior to the meetings and to membership at all scheduled meetings.
  - 4.3.g) shall prepare and present an Annual Budget in accordance with the Finance Section 7.03 along with a Financial Statement (Approved Budget vs Actuals) to the Executive Board and Sub Finance Committee at least two weeks prior to the AGM and to the membership at the AGM; and
  - 4.3.h) all books and tickets must be handed over to the newly elected EAC Treasurer prior to the outgoing treasurer receiving the cellphone and internet cheque for the current fiscal year. The outgoing Treasurer will mentor the newly elected treasurer until the books are completed submitted to Headquarters on or before June 30<sup>th</sup> of the fiscal year
- 4.4 **SECRETARY:** In order to carry out the duties of this position, the Secretary:
- 4.4.a) shall be the Administrative Officer of EAC;
  - 4.4.b) shall have charge of and prepare routine correspondence and meeting materials on behalf of EAC;
  - 4.4.c) shall have the custody of the EAC laptop, software and all peripheral accessories, as well as all correspondence, minutes and records;
  - 4.4.d) shall ensure that accurate minutes are kept at all meetings; and
  - 4.4.e) shall report on the administrative activities of their office at the AGM.

## 5. **CELLPHONE & INTERNET**

Each member of the EAC Executive shall be entitled to reimbursement of cell phone and internet up to a maximum of \$1,000/year. If an Executive members does not fulfill their term before the next election, their entitlement will be prorated.

## 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 The sub-finance committee is to oversee the EAC financial transactions and review the treasurers books and also provide guidance to the treasurer.
- 6.4 This committee shall meet at least three times a year to oversee cash flow, expenditures as well as the sales and distribution of tickets.
- 6.5 Mileage will be covered as per AUPE Policy 5-3(5) when they meet as a committee with prior approval by the Executive Secretary Treasurer (EST)

## **7. FINANCE**

- 7.1 EAC shall be funded by an approved budget, allocated by Headquarters. EAC shall annually submit a budget to the AUPE Finance Committee for approval (Article 24.04 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 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 the Alberta Treasury Branch.
- 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 When a member serves in the office of the Executive Board for 2 terms (total of 4 years) EAC will provide a gift not exceeding \$100 to that member as a token of Thank you and the gift will be presented at a future scheduled EAC meeting, if possible. This token of appreciation is only to be given once to that member even if the member serves again on the EAC Executive Board in the future.

## **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 Sub-Finance Committee may review mileage of EAC Executives (Chair, Vice Chair, Treasurer and Secretary) for maintaining business outside the Regular

meetings. Examples of authorized business would include executive meetings and planning and organization of upcoming events and picking-up and delivering supplies.

- 8.3 EAC members will be paid mileage when assisting with event planning, picking up items for events and to attend any event meetings.
- 8.4 Money collected for event tickets sales should be deposited separately and recorded as to what event the funds are for.
- 8.5 All original receipts, invoices or bills must be submitted to the Treasurer.
- 8.6 If payment of funds is required, a written request outlining the reasons must be submitted to an Executive Board member 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.
- 8.7 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:
  - 9.1.a) accessibility to all AUPE members to be involved in the proposed event if they so desire;
  - 9.1.b) falls within the allotted yearly budget; and
  - 9.1.c) is approved by the Council members at a scheduled meeting.
- 9.2 Once a proposal is approved, the following will apply:
  - 9.2.a) the Treasurer shall prepare an annual budget in accordance with Finance Section 7.03;
  - 9.2.b) at least one member of the Executive Board is to be assigned as liaison with the event coordinator of the function;
  - 9.2.c) any meeting must be pre-approved by the Executive Board. Meetings should take place (when allowed) at AUPE HQ or at the members' residence. When and if a dinner meeting is scheduled a budget must be presented to the Executive Board;
  - 9.2.d) the function must remain within budget. When receipts/invoices are remitted to the Treasurer funds will be disbursed;
  - 9.2.e) disbursed monies must include the cost of advertising the event to all EAC membership;
  - 9.2.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
  - 9.2.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 There will be a limit of one pack Cineplex and Landmark movie tickets allowed per Rep. No additional tickets will be given if the Rep has any outstanding tickets.
- 10.3 Once the tickets/passes are sold, the Rep who has taken tickets must connect with the Treasurer to arrange the surrender of the money.
- 10.4 EAC Members requesting to sell tickets at their worksite location, shall regularly attend 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) consecutive meetings.
- 10.5 The Treasurer/Sub-Finance Committee shall have the right to inquire about the status of the tickets taken to sell by the Rep. Failure in providing a substantial rationale for tickets not being sold will result in no additional tickets/passes being issued to that Rep.
- 10.6 EAC Members may purchase up to 10-movie tickets in one transaction.
- 10.7 Unless there is assigned seating for all attendees at an EAC event, there will be no more than 20 reserved seats for the benefit of volunteers working at that event and, where applicable given the nature of the event (i.e. yearly dinner & dance), each volunteer's spouse or guests.
- 10.8 At smaller events where the registered attendance is less than 200 attendees, reserved seating will not exceed 10% of the registered attendees.
- 10.9 EAC shall allow Retired members, Life members and Associate members to purchase Cineplex and/or Landmark movie tickets only. Retired members and Associate members **cannot** purchase any Event tickets hosted by EAC.
- 10.10 Life members assigned to EAC based on their place of residence shall be entitled to purchase tickets and attend EAC hosted events as per Articles 4.07 (e) of the *AUPE Constitution*.

## 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 in this manual shall be applied to the conduct of all proceedings of EAC.
- 11.3 Proposed changes to this Manual shall be presented in accordance with the Rules of Order as noted in Article 32 of the AUPE Constitution, and will be discussed, and voted upon at the March and September meetings.
- 11.4 Proposed changes to this Manual at all other meetings will be tabled until the next subsequent meeting. All proposed changes will be posted on the EAC website at least 5 days prior to the next meeting.



## EAC Website Administrator (2024 April)

The Website Administrator agrees to provide the following services to the Edmonton Area Council:

### 1. Scope of Service:

**Updating Website:** The Website Administrator will regularly update the content, images, and other elements of Edmonton Area Council's website as required.

- a) **Creating Event Posters:** The Website Administrator will design visually appealing event posters based on the provided information and guidelines.
- b) **Creating Forms:** The Website Administrator will design and implement online forms to collect user data as specified by Edmonton Area Council.
- c) **Registration Forms:** The Website Administrator will ensure the online event registration (RSVP) link is emailed to the Edmonton Area Council Executives prior to the Registration opening.
- d) **Website Maintenance:** The Website Administrator will ensure the proper functioning of the website, including bug fixes, security updates, and performance optimization.
- e) **Maintaining Hosting Platform:** The Website Administrator will manage and maintain the hosting platform for Edmonton Area Council's website, ensuring optimal performance, security, and backups.
- f) **Checking Analytics:** The Website Administrator will regularly monitor website analytics to track user engagement, traffic, and other relevant metrics.
- g) **Posting to Facebook:** The Website Administrator will create and post content on Edmonton Area Council's Facebook page to promote events and engage with membership.

### 2. Expectations:

- h) **Approval:** The Chair/Vice Chair of Edmonton Area Council should approve all event posters and external messaging (ie: Ticket pickup emails) and registrations.

- i) **Communication:** Edmonton Area Council should be transparent with the website Administrator with all events to ensure posters and registrations can be delivered effectively and on schedule.
- j) **Scheduling and Deadlines:** Edmonton Area Council will provide the Website Administrator as much notice as possible for all events (ie: Wings Nite, Breakfast, Dinner & Dance, Picnic, exclusive events; etc.).
- k) **Website Updates:** Any text updates including design updates will be completed within **48 hours**; All other updates will vary depending on complexity, however the Website Administrator will remain in contact with Edmonton Area Council.

### **3. Ownership and Intellectual Property:**

Any intellectual property, including event posters, website content, and event registration forms, created by the Website Administrator during the term of their Service shall be owned by Edmonton Area Council.

### **4. Emergency Contact:**

In the case of urgent issues or technical emergencies, any of the Edmonton Area Council Executives can contact the Website Administrator with any questions or concerns.

Both the Edmonton Area Council and the Website Administrator will contribute to a productive and successful collaboration, ensuring the delivery of high-quality services and achieving the desired outcomes