

# POLICY & PROCEDURE MANUAL

## CALGARY AREA COUNCIL: COMPONENT OF AUPE



Updated: April, 2023  
CALGARY AREA COUNCIL  
Calgary Regional Office: 2116-27 Avenue NE, Calgary, Alberta

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## **POLICY & PROCEDURE MANUAL**

### ***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 Executive Meetings, Monthly Meetings 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 CAC laptop
  - Black carrying bag
  - And all peripheral accessories;
- 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 31 day of May 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.
- p) The CAC Executive shall meet from time to time on the call of the Chair, or at the request of a majority of the Executive Board, to consider matters of general importance.
- q) Shall provide at each CAC Meeting, if require a written or verbal report.

### **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/her behalf when so authorized and shall discharge the responsibilities assigned;
- b) have alternate signing authority in the absence of the Chair;
- c) oversee [executivecac@gmail.com](mailto:executivecac@gmail.com) and in a timely manner, respond to emails received;
- d) Shall have custody of:
  - a laptop CAC laptop
  - Black carrying bag
  - And all peripheral accessories;
- e) Shall provide at each CAC Meeting, if require 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 laptop CAC laptop
  - Black carrying bag
  - 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 keep Facebook, Meeting calendar, emails ([executivecac@gmail.com](mailto:executivecac@gmail.com)) updated
- h) Shall book an AUPE room in advance of all meetings in the fiscal year;
- i) Shall provide at each CAC Meeting, if require 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 laptop CAC laptop
  - Black carrying bag
  - 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 chargeback's);
- e) Shall notify the event coordinators immediately where chargeback's 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 when called for by HQ;
- k) Shall present financial audit to CAC membership at first Monthly Meeting after receiving documents from HQ;
- 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/ Digital Copy
  - Postage stamps
  - Blank envelopes and;
  - Custody of any and all unsold tickets;
- n) Shall use [treasurecac@aupe.ca](mailto:treasurecac@aupe.ca) / or [executivecac@gmail.com](mailto:executivecac@gmail.com) to communicate with HQ & members
- o) 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 contact AUPE member center 1-800-232-7284 and requesting;
- b) The Vice Chair/Chair/Secretary is responsible to monitor: [executivecac@gmail.com](mailto:executivecac@gmail.com)

##### **4.02 WEBSITE / SOCIAL MEDIA**

- a) The CAC website [www.calgaryareacouncilaupe.com](http://www.calgaryareacouncilaupe.com) and Social Media (Facebook) shall be overseen by the Secretary with assistance by Chair/Vice Chair; approval for changes.
- b) CAC website changes are all made by contacting Kevin Johnston with Johnston Design at [kevin@kevinjohnston.ca](mailto:kevin@kevinjohnston.ca) , with a CC to Chair for approval
- c) 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);
- d) Event RSVP and comment shall be directly linked to [executivecac@gmail.com](mailto:executivecac@gmail.com)
- e) All administrator changes to website and social media must be approved by the Chair in writing.
- f) Posters are designed by a Secretary well in advance of the Event going on sale. Secretary, Chair and Event Coordinator make sure all details accurate, and released 30 days before event starts; through Headquarters.
- g) All Posters released through CAC Database, CAC Website and CAC

#### **4.03 FACEBOOK GROUP**

- a) AUPE's Statement of Equality governs the comments and interactions between people on AUPE CAC Facebook page. Every individual has the right to contribute to the conversation. These conversations will be respectful of others political affiliations, race, gender, sexuality, ethnicity and occupation. Discriminatory or hateful comments, harassment and profanity will not be tolerated. Posts that fall in these categories will be deleted without notice.
- b) Some types of comments have consequences for members of our community:
  - Personal attacks on other participants on the page, fellow members and citizens, or on public figures are not tolerated. Personal attacks are defined as comments that use abusive remarks on or relating to one's person instead of debating that person's claims or comments. Any post containing a personal attack will be deleted without notice.
  - Hate speech is not tolerated. Hate speech is defined as comments that attack a person or group on the basis of attributes such as race, gender, sexuality, ethnicity or occupation. Any post containing hate speech will be deleted without notice.
  - Spamming is not tolerated. Spamming is defined as sending the same or similar message indiscriminately. Any spam posts will be deleted without notice.

### **5 ORGANIZATION AND MEETINGS**

#### **5.03 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 & Land Acknowledgement will be read at the beginning of meetings by a AUPE member volunteer
  - Speakers must be recognized by the meeting Chair
  - Everyone has the right to speak without interruption
  - All opinions are honored
  - Issues of conflict will be openly addressed
  - Cell phones should be turned off or set to vibrate/silent during meetings

#### **5.04 CAC MEMBERSHIP**

- a) All members affiliated by AUPE Locals or Chapters shall be individual members of CAC;
- b) Regular Members are entitled to attend and vote at meetings and AGM;
- c) Members attending Monthly Meetings will receive food at Christmas and AGM meetings only.

#### **5.05 EXECUTIVE BOARD**

- a) Only persons who are Regular 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;
- a) Any member may request permission from the Chair to attend Executive Board Meetings of CAC as observer with NO VOICE OR VOTE;

- b) 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);
- c) Outgoing Elected CAC Officer shall hold their position until immediately following the AGM and will have voice but NO VOTE;
- d) Upon leaving an elected position all belongings related to a position will be returned to the component including the computers, all emails/hardcopy documents and corresponding account passwords.

## **6 EVENT ORGANIZATION**

### **6.01 MEMBER EVENT PAYMENTS**

CAC will accept:

- a) Cash
- b) Service provider method (if utilizing)

### **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/ 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)
  - Put deposit to hold date ie: BBQ Family Picnic or Christmas Carol

### **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:
    - b) Who made the deposit
    - c) What event
    - d) Number of tickets= depositPromptly after making the deposit, coordinator will email details to Treasurer and/or another coordinator.
- e) 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) Event Coordinators/ Ticket Seller:
  - 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 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.

### **8.03 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**

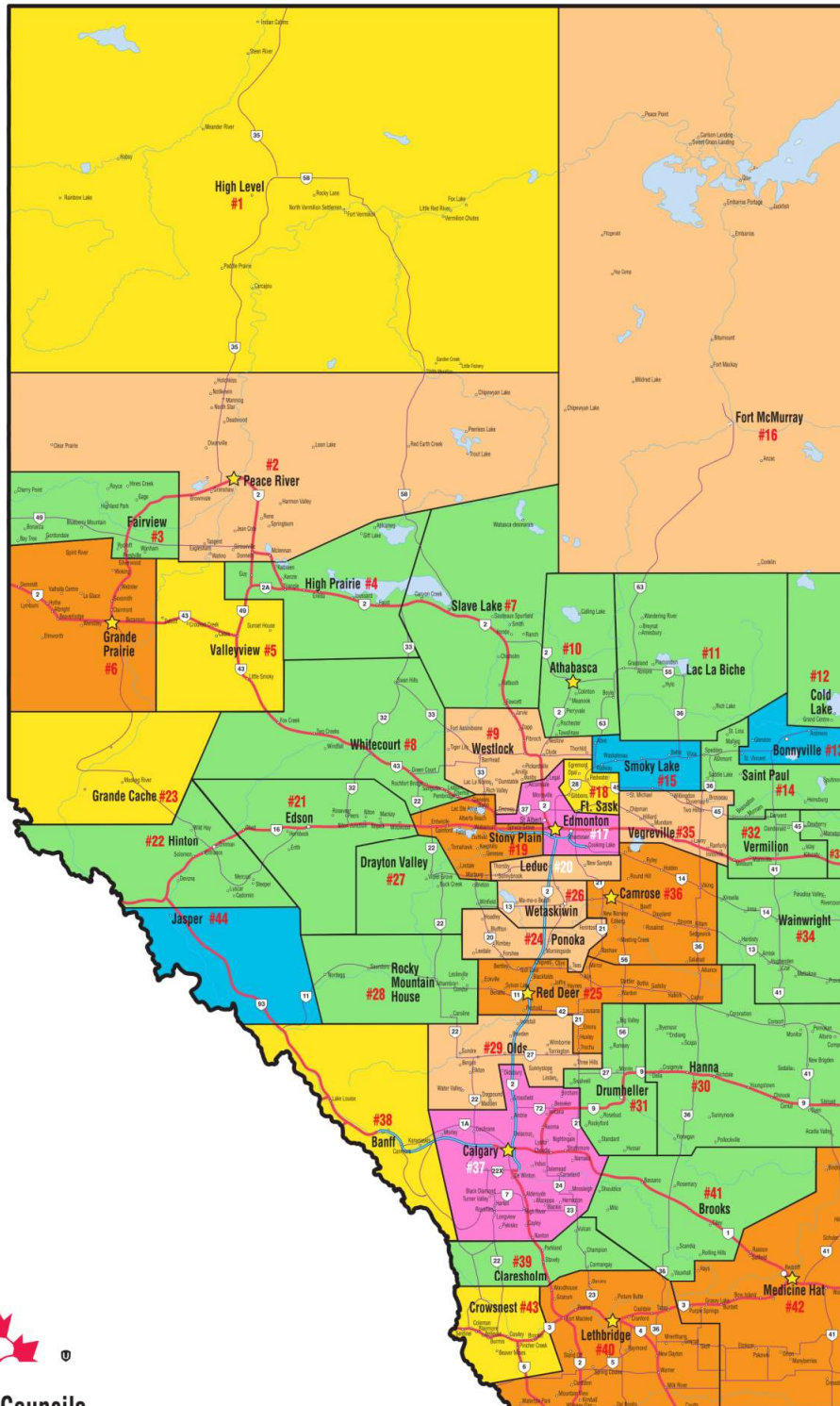
- a) The procedure laid down in this manual shall be applied to the conduct of all proceedings of CAC. Documents will not conflict with each other. If there is a conflict, the order of priority shall be:
- AUPE Constitution
  - AUPE Policies and Procedures
  - CAC Policies and Procedures

Each of these documents are binding on the CAC members.

- b) Community members who post personal attacks, hate speech or spam will have their posting privileges revoked for a specified period of time:
- First instance: Three (3) days
  - Second instance: Fourteen (14) days
  - Third instance: Permanent ban
  - Exception: Spammed hate speech or personal attacks will lead to an instant permanent ban.
- c) Anyone whose posting privileges are revoked will be informed by AUPE CAC Executive as to which part of this guideline they broke and the length of time their posting privileges are suspended. The number of infractions will be reported at a CAC Monthly Meeting as part of the Vice Chair report with no names to be included.

## **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.



**Regional Offices**

- Peace River
- Grande Prairie
- Athabasca
- Edmonton
- Camrose
- Red Deer
- Calgary
- Medicine Hat
- Lethbridge

**Membership Over 90,000 Strong**



**Legend - AUPE Area Councils**

#	Name	Members	#	Name	Members	#	Name	Members	#	Name	Members
10	Athabasca	481	31	Drumheller	340	22	Hinton	313	28	Rocky Mountain House	336
38	Banff - Canmore	342	17	Edmonton	31,757	44	Jasper	65	7	Slave Lake	389
9	Barrhead - Westlock	746	21	Edson	338	11	Lac La Biche	397	15	Smoky Lake	204
13	Bonnyville	191	3	Fairview	335	20	Leduc	891	19	Spruce Grove - Stony Plain	1,936
41	Brooks	372	16	Fort McMurray	626	40	Lethbridge	4,586	14	St. Paul	418
37	Calgary	27,333	18	Fort Saskatchewan	828	33	Lloydminster	333	5	Valleyview	122
36	Camrose	1,424	23	Grande Cache	56	42	Medicine Hat	1,588	35	Vegreville	702
39	Claresholm	384	6	Grande Prairie	1,524	29	Olds	737	32	Vermilion	471
12	Cold Lake	421	30	Hanna - Youngstown	369	2	Peace River	795	34	Wainwright	398
43	Crowsnest Pass	262	1	High Level	431	24	Ponoka	859	26	Wetaskiwin	585
27	Drayton Valley	311	4	High Prairie	322	25	Red Deer	4,667	8	Whitecourt	409