



## **POLICY BOOK**

**Updated March 2019**

### **1. Financial Controls**

#### **1.1 Credit Card**

1. The local shall apply for credit cards for the President, Treasurer, Recording Secretary, and one Vice President. The executive shall decide, at the first executive meeting following the AGM, which Vice President shall be issued a credit card.
2. The credit limit of each credit card shall be \$10 000.
3. Credit cards are for CUPE business use only.
4. All expenses charged to the credit card must be properly supported by itemized receipts.
5. All receipts are to be provided to the Treasurer by the 10th of each month. This includes all receipts for hotel rooms, vehicles, etc, secured for members by a credit card holder.
6. If a credit card holder is unable to provide supporting itemized receipts, the Treasurer is required to approve the expense. If the Treasurer does not approve the expense, then the credit card holder is personally responsible for the reimbursement to the local. If the Treasurer is unable to provide an itemized receipt then the President must approve the expense.
7. Only one signing officer of the local (usually the treasurer) is required to pay the credit card when paying the credit card at the bank.

#### **1.2 Expense Forms**

1. Any executive member can 'recommend' a payment, but only signing officers can 'approve' a payment. A member can neither recommend or approve her own payment.

#### **1.3 Personal Appeals Received from CUPE Ontario and CUPE National**

1. For workers injured on the job, for workers with injury or illness which prevents work, or for workers who have unjustly lost their job, the recommended donation shall be \$50.
2. For workers who have fallen victim to "an act of nature" (for lack of a better term, ie: victims of a house fire, etc), the recommended donation shall be \$50.
3. All other appeals shall be dealt with on a case-by-case basis, and in those cases where a donation is recommended by the body dealing with the appeals, the considered donation shall be \$25.
4. The Policy, Finance and Bylaws committee shall review the personal appeals when they come in, and make a recommendation of amount of payment to the Executive. The committee reminds that all of the suggestions in this policy are floors for donations, not ceilings.

#### 1.4 Gifts to the Local

If the gift is individually address, the individual shall keep the gift. If the gift is not for an individual, the gift will be given out by lot at the next general membership meeting or AGM, whichever occurs first.

#### 1.5 Coalition Use of CUPE 4207 Services

##### 1. Introduction

The purpose of this policy is to provide direction for CUPE 4207 Membership and Elected Officers on how to effectively manage working relationships that allow for the continuity of support for coalition partners and adherence to CUPE 4207's bylaws and constitutions and best accounting practices.

CUPE 4207 or coalition partners may request a review of this policy, the preferred venue for that discussion being the Policy, Bylaw and Finance Committee.

##### 2. CUPE 4207 and Coalition Partners – Recognition for the Provision of Services

As the plenary authority of local rests with the membership, the preferred venue of establishing relationships between a coalition partner and the Union shall be the membership of CUPE 4207. The Coalition is self-governing and determines the content of the budget

A coalition partner shall request to speak at a General Membership Meeting at which time they can make a report. Following the report, a recommendation for motion, or a motion if made by a CUPE 4207 member, may be put forward to the membership to provide services such as collection and disbursement of funds and cheque writing (i.e. accounting services) for its events. The length of time for such services shall be made in the motion or the recommendation of a motion and can last up until the end of a fiscal year (ending April 30), or for a whole fiscal year if made at an Annual General Membership Meeting.

##### 3. CUPE 4207 Budget Line – Instructions for Treasurer

Coalition activities are to be expensed as Campaigns, whether or not the Coalition receives moneys from CUPE 4207. They do not constitute what would otherwise be a donation as CUPE 4207 is involved in the administration (at minimum financially) of the event. A sub-account of the Coalition event can be created for ease of administration.

##### 4. Coalition Events

###### a) Moneys for Coalition Events

For CUPE 4207 moneys towards coalition events to be provided, a request from the coalition must be approved through a motion of the Executive Committee or General Membership. When requesting CUPE 4207 funds for an event, the Coalition will submit a description of the event, including name, date and location of event, as well as a copy (even if tentative) of the budget, and the amount that is being requested from CUPE 4207.

###### b) Accounting Services for Coalition Events

If there is an event in the time period that is covered by a valid motion to cover services for a coalition, it should be understood that Elected Officers of CUPE 4207 will facilitate

motions to provide those services in line with CUPE 4207's obligations to provide proper financial record-keeping.

The Coalition will provide a detailed budget to the Treasurer and that will include a list of Accounts Receivable (amounts and names of sponsors for the event) and Accounts Payable (amounts and names of payees). If the Coalition is using services at Brock University typically billed directly to the local, they must identify them in the budget.

#### 5. Making Changes to Coalition Event Budgets

Any changes in the budget shall be sent to the Treasurer as an amended budget. Provided it is financially sound and does not represent a deficit to the Union after all event costs are settled, it shall be recognized as the new budget. If there are any cheques that need to be re-written, the coalition shall return the cheques that have not been cashed to the Treasurer.

Any moneys that CUPE 4207 promises shall be paid out last from the budget so as to avoid the local directly reimbursing any coalition or its members for moneys not used. Coalition funds acquired through sponsors other than CUPE 4207 will be utilized first in payments.

#### 6. Income

Coalition funding may come from multiple sources. The coalition will be responsible for managing all income, and it should be collected by the coalition and then sent to the Treasurer at CUPE 4207. All cheques should include the sponsor's name and the event's name explicitly marked on the cheque or included on a memo with the cheque. These details should correspond with the description provided in the Accounts Receivable in the budget. The ideal practice, though understood that it is not always feasible, is for all cheques to be provided to CUPE 4207 at once.

Coalitions are discouraged from providing more funds to CUPE 4207 than what they are disbursing. It shall be understood that excess funds provided by sponsors that are not CUPE 4207-promised will be returned to the coalition by cheque.

#### 7. Expenses

Expenses will be written for moneys that have been 1) collected from sponsors and received by CUPE 4207; 2) guaranteed in writing by an entity of Brock University, and; 3) promised in CUPE 4207 motions. This practice follows the spirit that CUPE 4207-promised moneys are the last to be applied to expenses. For ease of processing, the Coalition shall identify all moneys from the above categories in one correspondence where feasible.

Expenses shall be made available to the coalition in the union office for pick-up following the timelines for cheque writing.

Receipts must be provided where materials or services are purchased (honoraria do not apply, but as previously mentioned they should be explicitly stated in the budget).

## 1.6 Reimbursement of Expenses including Stipends and Honoraria

Cheques will be written by the Treasurer twice per month. In order to ensure prompt reimbursement, reimbursement information, including for additional tasks, must be submitted by the 1st of the month to be ready by the 15th, and by the 15th of the month to be ready for the 1st of the next month.

Stipends and Honoraria shall be paid by the 15th of every month, contingent on the availability of a second signing authority.

Should the Union use payroll as a reimbursement method in the future, document deadlines and payment dates shall be at the discretion of the Treasurer until a Policy is drafted.

Cheques must be picked up in the Union Office (or Strike Office in the event of a Strike), or they may be mailed out if the payee provides their address. Cheques should not be removed from the office without authorization from the payee. The Union does not assume responsibility for mailed cheques or cheques picked up by a person other than the payee.

## 1.7 Cheque Policy

Any member who receives a cheque due to an expense claim, stipend, honorarium, or other consideration shall be required to either authorize the mailing of their cheque by providing a statement in writing, with inclusion of the address where the cheque shall be sent, OR by signing the receipt of the cheque. The sheet for signing receipt of the cheque shall be stored with the cheques in the Union office.

Any cheques mailed are done so at the risk of the recipient. Authorizations for mailings can be made in perpetuity, but the onus relies on the member to update their address.

## **2. Procurement**

2.1 The union shall, whenever possible and feasible, stay in unionized hotels for conferences, conventions and educations. Whenever possible and feasible, the union shall use unionized modes of travel to get to and from conferences, conventions, and educations.

2.2 Unless otherwise authorized by the executive, when purchasing non-food items for the local, the purchaser shall ensure that the item is being purchased in such a way that it may be returned / refunded.

2.3 In order to provide conscientious food options, at least 70% of the food and refreshment purchases made by CUPE 4207 for meetings and events will be vegan. The vegan and non-vegan food options will be equitable in variety, amount, and nutritional value. Food providers are encouraged, where feasible and amenable, to make ethical decisions when purchasing inclusive food options, such as avoiding factory farms altogether, choosing smaller and more local suppliers, organic options over GMOs, traditional foods over colonially introduced ones, and businesses that treat workers equitably. Guidance from relevant advocacy organizations may be sought out to assist with such decisions.

- i. With respect to allergies and dietary restrictions of attendees, providing accessible and inclusive food options are encouraged.

- ii. Attendees of CUPE 4207 meetings and events are welcome to bring any food to consume and/or share with others. In this case, providing a list of ingredients of any shared food is recommended for accessibility.
- iii. With respect to Indigenous sovereignty and self-determination, Indigenous Solidarity Coalition events and meetings are exempt from this food policy.

2.4 Subscriptions and Services: The Local shall have the following subscriptions and services without the need for a motion as required for operations, provided the cost per subscription does not exceed \$100/month:

1. GSuite or another comparable email service provided for emails for Executives and other Elected Officers
2. QuickBooks or another comparable accounting software
3. SurveyMonkey or another comparable surveying tool for the membership
4. Storage Facilities for archived material
5. Hosting and domain services for all CUPE 4207 websites (counted as one subscription for the purpose of this policy)
6. Office suites, graphic design, publishing and PDF editing software (counted as one subscription for the purpose of this policy)
7. Mailchimp or another comparable email marketing automated service

The Executive shall be responsible for the management of these subscriptions and shall choose products/services that function according to the local's needs first and foremost and, second, be cost effective.

If the subscription of a product had a one-time payment, the cost may be calculated as a monthly amount by dividing the total cost by the length of the subscription period or 3 years, whichever is shorter.

### **3. Representation**

#### **3.1 International Steward**

One international student shall be elected by vote at the AGM. This international steward shall:

- i) Sit on the steward's council and the equity committee.
- ii) Mobilize efforts among the international students.
- iii) Act as a liaison between the international students and the steward's council.
- iv) Endeavour to keep the union informed of developments which directly relate to international student members and to keep international student members informed of developments which affect them or the Union as a whole.
- v) Be invited to work with the bargaining committee to prepare proposals specific to the needs of international students.

#### **3.2 Contract Instructor Steward**

One contract instructor shall be elected by vote at the AGM. This contract instructor shall:

- i) Sit on the steward's council.
- ii) Mobilize efforts among contract instructors.
- iii) Act as a liaison between contract instructors and the steward's council.

- iv) Endeavour to keep the union informed of developments which directly relate to contract instructors and to keep contract instructors informed of developments which affect them or the Union as a whole.
- v) Be invited to work with the bargaining committee to prepare proposals specific to the needs of contract instructors.

### 3.3 Departmental Representatives

1. Each department with a member of CUPE 4207 actively working in it will be entitled to a 'departmental representative.' Members of the union executive, stewards' council, and trustees shall not be eligible to serve as a 'departmental representative.'
2. The union will seek volunteers for these representatives at the departmental orientation meetings held in August and September.
3. If no volunteer can be found at the departmental orientation meeting, the position shall be kept vacant until i) a volunteer comes forward from that department to the executive or ii) a volunteer can be found at a GMM
4. In order to fill vacant positions, the departments without representation will be listed in the newsletter and announced at each GMM, and the union shall make every effort to encourage members to volunteer.
5. The primary responsibility of the 'departmental representatives' will be to liaise with the Membership Outreach Officer, Chief Steward and their respective Faculty Steward in order to
  - i) Communicate with the members in their department
  - ii) Raise awareness of the local and the collective agreement in the department
  - iii) assist in forwarding potential issues, grievances and complaints to the faculty steward or chief steward
  - iv) encourage members of that department to attend membership meetings
  - v) help promote union events and campaigns
6. Departmental representatives will be given voice, but not vote, at the meetings of the executive and of the stewards' committee. Departmental representatives will be given seven working day's notice of these meetings.
7. It is suggested that departmental representatives attend CUPE School once per academic year to receive training in at least one of the courses offered.

## 4. Management of Local

### 4.1 Carriage of Grievances

The executive will not accept a date to hear a grievance unless two members from the stewards' council or executive committee can attend the grievance. At least one of the members attending must be from the executive.

### 4.2 Elections

1. When possible, elections for delegate positions and elected positions within the local shall be announced at the GMM preceding the meeting where these positions are elected.
2. With the announcement of upcoming elections, the responsibilities of the position to be elected shall be clearly explained.

3. Each candidate for election shall be given the opportunity to speak for up to two minutes before ballots are distributed. The chair of the meeting shall decide the speaking order.
4. Candidates who are unable to attend meetings where elections are taking place, or are unable or not willing to speak to the meeting, may send a written statement to the meeting, and designate a member present to verbally deliver the statement.

#### 4.3 Conduct of Officers

1. The general code of conduct for officers of CUPE 4207 shall be the CUPE equality statement.
2. All executive members and members of the stewards' council are encouraged to attend training on 'member on member conflict' and 'creating a harassment free workplace.' If it is not feasible to send executive members to CUPE school for these classes, the executive should attempt to arrange a school on campus with these classes.
3. The executive will endeavour to offer anti-oppression training at least once a year, and that all elected officials of the union will be strongly encouraged to attend

#### 4.4 Social Media

1. The local shall maintain a Facebook page and twitter account, which will be used to communicate with members and promote campaigns of the local.
2. It shall be the responsibility of the Membership Outreach Officer, or designate, to maintain both accounts.
3. All posts on the social media will comply with the equality statement, and generally reflect the will of the executive.

#### 4.5. Accommodation - ASL and Child Care

1. The union shall provide ASL interpretation at GMMs and AGMs if requested by a members at least seven days before the meeting. It shall be the duty of the equity officer to make arrangements for ASL interpretation for meetings.
2. The union shall provide child care coverage for the GMM AGM, ECM, committee meetings, trustee meetings, and educational workshops and courses hosted by CUPE 4207 (the Union). When the Union has knowledge of scheduled meetings/events at least 1 month in advance, the Union shall endeavor to offer onsite, licensed (unionized) child care. Members must give notice of child care needs more than 2 weeks in advance of the meeting to the Equity Officer.

Any member who indicates the need for child care, up to the date of the meeting, shall be reimbursed for the cost of child care for the duration of the meeting. It is understood that members are responsible for submitting proof (receipts) of child care costs. Expense Forms shall be made available in MCC 402 and on the CUPE 4207 website under "Resources".

3. Any delegate or elected member to a conference, convention or educational event hosted by the National Union or an organization that is affiliated with CUPE 4207 (e.g., CUPE Ontario, Niagara District CUPE Council, Niagara Regional Labour Council, CLC, OFL) shall access the childcare per the policies of the affiliated group. In cases where the member assumes costs in accessing child care beyond their ordinary child care expenses so that they may participate in the activity, the member shall first seek reimbursement from the National Union or affiliate if such a policy exists. If no such policy exists or if there are fees for accessing the childcare

provisions of the National Union or affiliate, the member may submit expenses for reimbursement to CUPE 4207 for up to \$50 CAD per day. The member must submit receipts along with expenses.

4. The union will inform its members of the ASL and Child Care accommodation provisions on the union website and on bulletin boards where notices for meetings are posted. The contact information of the union shall be provided.
5. The Union will endeavour to offer child care during picketing and alternate duties during a strike or lockout. The local will reimburse any child care costs assumed by a member during picketing or alternate duties. It is understood that the union may assign either a special child care reimbursement form or the generic Expense Form, and members are responsible for providing receipts.
6. Should a member's involvement in any committee of the Union be affected by the cost of child care, the member may make an appeal to the Executive to request relief for child care costs.

#### 4.6 Executive E-Motions

1. The purpose of this policy is to codify and regulate the use of Executive e-motions. It is understood that, from time to time, timely motions need to be discussed and passed between Executive Committee meetings. However, e-motions should only be used when necessary, and only for decisions that need to be made in advance of a formal meeting.
2. The process of e-motions is as follows:
  - a) Any member of the executive may make a motion over e-mail. The motion must be time sensitive, or deal with a matter that requires attention prior to a meeting of either the Executive or the General Membership. For example, sending a delegate to a meeting that will be held prior to a formal meeting, or deciding to send a denied Stage 2 grievance to arbitration if waiting until the Executive Committee meeting would violate the timelines in the Collective Agreements.
  - b) In order for the e-motion to be in order, it must be sent to all members of the Executive and cannot be in contradiction with any other decisions of the Executive Committee or the General Membership, and cannot violate either the Bylaws or the Policies of either the local or CUPE National. Any requests to defer the question until the next formal meeting are also in order.
  - c) Once posed, the e-motion will remain active for 48 hours. Executive officers must indicate their support or opposition to the question by replying. Once the 48 hours has elapsed, the Recording Secretary will notify the executive of the decision. A majority of the Executive must have registered a vote, and the vote requires a simple majority to pass. If a majority of the Executive Committee does not register a vote after 48 hours, the motion fails. Participation is not required in any e-motion. Executive members may request an extension in the vote or request a referral to a formal meeting to discuss a motion.
  - d) At the next meeting of the Executive Committee, the Recording Secretary shall present a list of e-motions, including those carried and those defeated, and the Executive Committee shall vote on ratification.



- e) The Recording Secretary shall keep a record of the e-mail exchanges for each motions and keep a copy with the meeting package for the Executive Committee meeting in which the decision was ratified. These shall be made available to all members upon request.

#### 4.7 Executive E-Mail

1. The purpose of this policy is to attempt to contribute toward the establishment of continuity among Executive officers.
2. The local shall maintain e-mail addresses for the Executive through the purchased domain of @cupe4207.org. The President and the Membership Outreach Officer will have administrator privileges.
3. Each Executive officer shall be assigned an e-mail address for their position. These e-mail addresses will only be used for official union business. Further, Executive officers should endeavour to ensure that no official business is transacted through non-union e-mail addresses.
4. It is the responsibility of outgoing members of the Executive and the Membership Outreach Officer to turn over the e-mail password to their successor. If this is not possible, or the outgoing executive officer is unwilling, then the President will be responsible for resetting the passwords of e-mail accounts.

#### 4.8 Meeting Agenda for General Membership Meetings

1. Alongside the items listed in the bylaws, there will also be the reading of the Recognition of Territory immediately after the Equality Statement.
2. After the Reading of the Equality Statement and Recognition of Territory, there will be a Moment of Silence for fallen workers.

### **5. Conferences / Educationals / Conventions**

1. Before each conference, convention, educational or similar event that the local is sending two or more delegates to, those delegates and, when possible the recording secretary, shall have a meeting to plan travel arrangements, accommodation, and union business for the event. This meeting should happen as soon as possible after the delegates are selected.
2. Whenever feasible, all delegates to a conference, convention, or educational should have a daily meeting at the event, to discuss the day's event and a strategy for upcoming caucuses, votes, elections, etc.
3. Delegates to conferences, conventions, and educationals will be asked to provide a written report to the executive after the event, and be given the opportunity (although not required) to provide an oral report at the GMM following the event. The requirement of a written report, and the opportunity of an oral report, should be announced before elections to delegate spots