

UPDATED MARCH 2021

COMPONENT OFFICER RESOURCE KIT



FOREWORD

As Component Officers, you are vital to the success of AUPE. Not only do you run the day-to-day business of our union where it means the most – at the workplace – you also provide important leadership on issues affecting the membership such as Collective Bargaining and the possibility of privatization and contracting out.

This reference manual has been prepared with information gathered from people such as you – Component Officers who have been getting the job done over the years.

Some Locals may have already developed information kits for their Component Officers; the ones that have been created by them will be more specific to the Local and Chapter. Use the information from both, as they are both good resources.

Along with this information kit other resource materials you will find useful are:

- AUPE Constitution
- Rules of Order and Parliamentary Procedure – The Basics
- Local Policy & Procedures (if available)
- AUPE Policy & Procedures
- Resolutions - The How to Guide

We welcome your feedback and your recommendations. Please send any comments to Gil Laflamme – Union Representative – g.laflamme@aupe.org.

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YOU HAVE BEEN ELECTED — WHAT NEXT?

Ask former Component Officers for any materials they may want to pass on to you. That way you don't have to start from square one.

Call a component executive meeting so that you can develop an action plan for the component. Examples of action items are:

- When and where to hold membership meetings.
- Who is responsible for what.
- Contact lists.
- Getting information out.

Contact your Membership Services Officer. *AUPE's* Membership Services Officers (MSOs) are employees of the Union. They serve as your first point of contact for information and can often help you find the right person to talk to, whether it is a union steward in your area or a specialist who can provide advice on specific issues. Membership Services Officers cover specific regions, different employers, and/or government departments.

Membership Services Officers are trained in a wide range of areas. Among their areas of expertise are:

- Monitoring, advising on and enforcing members' rights and entitlements contained in various collective agreements.
- Monitoring, advising on and enforcing members' rights and entitlements on WCB, Return to Work, Duty to Accommodate, Occupational Health & Safety and other employee-related issues.
- Assisting and advising Local/Chapter Officers in carrying out their duties.
- Assisting in the development and delivery of AUPE services for the membership.
- Assisting Locals/Chapters and members, as required, in a variety of other areas.

They have the expertise to make sure employers comply with the terms of the Collective Agreement and to represent you in appeals when a resolution to a dispute cannot be reached.

YOUR MEMBERSHIP SERVICES OFFICER

Name:

Office Address:

Phone Number:

Email:

AUPE CONTACT INFORMATION

AUPE EXECUTIVE

President:	Phone:
Executive Secretary-Treasurer:	Phone:
Vice-President:	Phone:
Vice-President:	Phone:
Vice-President:	Phone:
Vice-President:	Phone:
Vice-President:	Phone:
Vice-President:	Phone:

LOCAL EXECUTIVE

Chair:	Phone:
Vice-Chair:	Phone:
Secretary:	Phone:
Treasurer:	Phone:
PE Member:	Phone:

OTHER

OH&S Liaison:	Phone:
Alternate PE Member:	Phone:

AUPE CONTACT INFORMATION

CHAPTER EXECUTIVE

Chair:	Phone:
Vice-Chair:	Phone:
Secretary:	Phone:
Treasurer:	Phone:

COUNCIL REPRESENTATIVES

Member:	Phone:
Member:	Phone:
Member:	Phone:
Member:	Phone:
Member:	Phone:
Member:	Phone:
Member:	Phone:
Member:	Phone:
Member:	Phone:
Member:	Phone:
Member:	Phone:
Member:	Phone:

AUPE CONTACT INFORMATION

UNION STEWARDS

Chief Steward:	Phone:
Union Steward:	Phone:
Union Steward:	Phone:
Union Steward:	Phone:
Union Steward:	Phone:
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ABOUT AUPE

The Alberta Union of Provincial Employees is Alberta's largest Union, representing over 93,000 members who work in government, health, education and boards and agencies. For administrative purposes, AUPE divides its members into four basic sectors:

- Provincial Government – with more than 22,000 members, all direct employees of the Alberta Provincial Government;
- Health – with more than 59,000 members working for public, private and not-for-profit health care providers;
- Education – with more than 9,000 members working in support roles at 15 post-secondary institutions and three school boards across the province; and
- Boards and Agencies – with more than 3,000 members in a variety of mostly public sector jobs including municipal governments, commissions and boards and agencies in government.

AUPE began as the Civil Service Association of Alberta in 1919. It was incorporated under the Alberta Societies Act by 400 founding members. In 1968, the Civil Service Association of Alberta Act severely restricted the CSA in its structure and its ability to act on behalf of its members. After eight years of lobbying by members, this Act was repealed in 1976 and the Alberta Union of Provincial Employees was immediately formed as a successor organization. AUPE took over all rights, responsibilities and assets of the CSA. One year later a new Constitution was approved, establishing AUPE as an autonomous, unincorporated Union.

AUPE is funded by membership dues, which are 1.25% of a member's basic salary.

AUPE is made up of working people who have joined together to deal with employers as a group about issues like wages, benefits and conditions of work. When an effective bargaining relationship is established with an employer, both employees and employers benefit. Employees negotiate with the strength of numbers behind them. Employers gain the benefit of a stable labour-relations environment.

Collective agreements are the legally binding contracts between a group of workers (the Union) and an employer, outlining the benefits agreed upon by both parties during the bargaining periods.

Unions have negotiated better conditions for their members over the years, such as:

- Guaranteed wages and overtime pay
- Sick leave and long-term disability insurance
- Layoff and recall rights
- Health benefits, dental plans and general insurance
- Maternity, parental and adoption leave
- Vacations and working hours
- A grievance process if the member's rights in the collective agreement are not followed

ROLES AND RESPONSIBILITIES OF COMPONENT OFFICERS

FOR CHAPTERS

Chapter Chair – One (1) position elected in odd years:

- Call membership meetings, annual general meetings and chapter executive meetings as required and is the chairperson at these meetings.
- Exercise supervision over the affairs of the component.
- May assign specific duties to the Vice Chair.
- Become familiar with AUPE and the Local, have an understanding of the AUPE Constitution, respective collective agreement, and policy and procedures.

COMPONENT OFFICER RESOURCE KIT

- Keep Chapter Executive informed of component activity and ensure that the Chapter membership is made aware of all union business and upcoming events as required.
- Prepare a report of activities for each meeting.
- Build an active membership.

Chapter Vice Chair – One (1) position elected in odd years:

- Assist the Chair in the execution of his/her duties and may act on his/her behalf when so authorized.
- Carry out duties as assigned by the Chair.
- Act as the chairperson in the absence of the Chair.

Chapter Secretary – One (1) position elected in odd years:

- Has charge of and conducts routine correspondence on behalf of the component.
- Ensure that accurate minutes are kept for all meetings.
- Has custody of all books, minutes, and records.
- Type and distribute notices of meetings, agendas and minutes.
- Find a meeting room and book it.

Chapter Treasurer – One (1) position elected in odd years:

- Act as the Financial Officer of the component.
- Prepare an annual budget for presentation to the component.
- Keep all financial and accounting documents and financial records of the component.
- Liaise with the Local Treasurer.

Chapter Secretary-Treasurer – One (1) position elected in odd years, if the positions of Secretary and Treasurer are combined by majority vote at the AGM:

- Combined duties of the Secretary and Treasurer positions.
- The Secretary-Treasurer shall only be entitled to one vote.

Local Council Representatives – Elected in odd years at a rate of one (1) Council Representative for every 100 (or portion thereof) Chapter members:

- Represent the interests of the members of their Chapter at the Local Council.
- Attend the meetings of the Local Council.
- Report on the functioning of the Local Council to the meetings of the Chapter and in writing to the Annual General Meeting of the Chapter.

FOR LOCALS WITHOUT CHAPTERS

Local Chair – One (1) position elected in odd years:

- Call membership meetings, annual general meetings and executive meetings as required and shall preside at these meetings.
- Exercise supervision over the affairs of the component.
- May assign specific duties to the Vice Chair.
- Become familiar with AUPE and the Local, have an understanding of the AUPE constitution, collective agreements and policy and procedures.
- Keep executive informed of Component activity and ensure that the Membership is made aware of all union business and upcoming events as required.
- Prepare a report of activities for each meeting.
- Build an active membership.

Local Vice Chair – One (1) position elected in odd years:

- Assist the Chair in the execution of his duties and may act on his behalf when so authorized.
- Carries out duties as assigned by the Chair.
- Acts as the chairperson in the absence of the Chair.

Local Secretary – One (1) position elected in odd years:

- Has charge of and conducts routine correspondence on behalf of the component.
- Ensure that accurate minutes are kept for all meetings.
- Has custody of all books, minutes, and records.
- Type and distribute Notice of Meetings, Agendas and minutes.
- Find a meeting room and book it.

Local Treasurer – One (1) position elected in odd years:

- Acts as the Financial Officer of the component.
- Prepare an Annual Budget for presentation to the Component.
- Keep all financial and accounting documents and financial records of the component.

Local Secretary-Treasurer – One (1) position elected in odd years, if the positions of Secretary and Treasurer are combined by majority vote at the AGM:

- Combined duties of the Secretary and Treasurer positions.
- The Secretary-Treasurer shall only be entitled to one vote.

Local Council Representatives – Elected in odd years at a rate of one (1) Council Representative for every 100 (or portion thereof) Local members:

- Represent the interests of the members at the Local Council.
- Attend the meetings of the Local Council.

Convention Delegate:

- Elected at the Annual General Meeting.
- Read the Convention Reports and Resolutions booklet prior to attending so that they are informed about the issues that will be voted on at Convention.
- Attend all sessions and activities such as Bear Pits, info pickets, awards and presentation night.
- Represent the Local.

LOCALS WITH CHAPTERS

Locals with chapters have the same component officers and responsibilities as Locals without chapters, barring the Local Council Representatives, who are elected at the Chapter level.

ABOUT CHAPTERS AND LOCALS

CHAPTERS

The function of a Chapter is:

- a) to make recommendations with respect to collective bargaining policy to the Local Council;
- b) to administer the Collective Agreement;
- c) to provide for the educational and general welfare of its members;
- d) to implement at an area level, Union programs and objectives; and
- e) to recruit new members to the Union.

Article 23 of the AUPE Constitution lays out the rules of operation for Chapters. As Component Officers, take the time to read and understand this article, as it deals with:

- The Executive Board
- Calling Meetings
- Quorum for Meetings
- Annual General Meeting
- Elections
- Nominating Union Stewards
- Worksite Contacts
- Nominees to Convention
- Establishing Committees

LOCALS WITH CHAPTERS

Article 22 lays out the rules of operation for Locals with Chapters. As Component Officers it is important you take the time to read and understand this Article, as it deals with:

- | | |
|--------------------------|-----------------------------|
| • Meetings | • Nominating Union Stewards |
| • Annual General Meeting | • Delegates to Convention |
| • Elections | • Establishing Committees |
| • Quorum | |



LOCALS WITHOUT CHAPTERS

For those Locals without Chapters, Article 21 lays out the rules of operation for the Local. As Component Officers it is important that you take the time to read and understand this article, as it deals with:

- | | |
|--------------------------|-----------------------------|
| • Meetings | • Nominating Union Stewards |
| • Annual General Meeting | • Delegates to Convention |
| • Elections | • Establishing Committees |
| • Quorum | |



PROVINCIAL EXECUTIVE

The AUPE Provincial Executive is the governing body of the Union between Conventions. It is comprised of the President, six Vice-Presidents, the Executive Secretary-Treasurer and one Provincial Executive Member per Local. The President of the Union shall be the Chair of the Provincial Executive, and the Vice-Presidents of the Union shall be the Vice Chairs of the Provincial Executive.

Article 13 of the Constitution deals with the duties and responsibilities of Provincial Executive, which are to:

- Represent the interests of all members of the Union.
- Formulate policy in accordance with the directives of Convention.
- Ensure that Convention directives and policies are implemented.
- Approve a proposed budget for presentation by the Finance Committee to Convention.
- Determine the total staff complement of the Union, in each category established by the President.
- Authorize such payments as it deems necessary to assist those members affected by a work stoppage.
- Receive and review reports from Standing Committees of the Union.
- Report on its activities to Convention through the report of the President.
- Act as the final appeal body under the Right of Appeal Article (Article 10).
- Carry out all of the duties delegated to the Provincial Executive by the Constitution.

Locals with Chapters elect their Provincial Executive Member from the Local Council Representatives at their Local AGM, while Locals without Chapters elect their PE Representative from the Local's members present and voting at the Annual General Meeting. Their term of office is two years and elections take place in the same election year as that of the President. The elected Provincial Executive members assume the duties of their office immediately following the AGM at which they were elected.

Article 18.02 (g) and 18.03(b) detail the roles of the Provincial Executive Member and their alternate, who are responsible for:

- Attending the meetings of the Provincial Executive of the Union.
- Ensuring the Alternate PE Rep is notified if the PE Rep is unable to attend the meeting.
- Ensuring that the Alternate PE Rep is up to date on the issues.
- Reporting in writing at least once a year to the President and Provincial Executive the concerns of their Local.
- Reporting in writing at least three times yearly to the members of the Local Council on the execution of their duties.
- Attending the Union Convention as a delegate of right.
- Ensuring that the updates on the Provincial Executive portal are read, and that pertinent information is shared with the Local Executive and Council.
- Understanding the structure of AUPE and being knowledgeable of the AUPE Constitution and AUPE Policies.
- Representing the interests of all the members of the Union.
- Ensuring that they are educated on pertinent issues prior to each meeting in order to make informed decisions.
- Presenting the concerns of their Local to the Provincial Executive.
- Educating the Local Council Representatives on the roles and responsibilities of the Provincial Executive.

YOUR PE MEMBER ON YOUR LOCAL COUNCIL

It's important that the Local Council Representatives know the roles and responsibilities of the Provincial Executive Member. The Provincial Executive Member is elected by the Council Representatives and sits as a member of the Local Executive. When making decisions at Provincial Executive meetings, the Provincial Executive member must take into account the Local's position on the issue, and then make an informed decision that is in the best interest of all members of the Union.

Once the Provincial Executive meeting takes place, the Provincial Executive member should take issues that were raised and discussed at Provincial Executive to the Local Council, and lead the discussion on planning solutions and strategies around issues important to AUPE's membership.

The Provincial Executive member needs to engage their Local Council members and impress on them the important role of Council in developing and then initiating strategies at the Chapter and worksite level.

LOCAL OH&S LIAISON

The Local Occupational Health and Safety Liaison – was created at the 2014 AUPE Convention. The duties of the Local OH&S Liaison are outlined in Article 18.03 (c) of the AUPE Constitution, and include:

- attend the meetings of the Local Occupational Health and Safety sub-committee, if it exists.
- write a least one report a year for the AUPE Occupational Health and Safety Standing Committee about the health and safety concerns of the Local.
- write a report at least three times a year for the Local Council on the execution of their duties.
- represent the interest of all members of the Union.
- be a worksite contact.

UNION STEWARDS AND CHIEF STEWARD

Union Stewards are usually the first point of contact a member has with the union when something happens on their worksite. Article 18.03 (d) details the responsibilities of Union Stewards, including:

- being the official representative of the Union at the worksite.
- represent members in disciplinary matters upon request, or refer them to another Union Steward or an AUPE staff member.
- maintain grievance files at their place of residence, and send those files to the Executive Secretary-Treasurer or President upon request or ceasing to be a Steward.
- be a worksite contact.

The Chief Steward of a Component acts as the coordinator of Steward activities and maintains active contacts with staff members at AUPE Headquarters. They are elected by and from the Stewards within the Component. Article 18.03 (a) details the responsibilities of the Chief Steward.

Union Stewards are part of the grievance handling process. Below is a copy of the current AUPE policy on grievance handling and the expectations of Stewards.

10-14 POLICY ON GRIEVANCE HANDLING FOR UNION STEWARDS (September 7 & 8, 2017)

The number of grievances being handled by the Union is steadily increasing. It is necessary that Union Stewards be involved in this process at the worksite and promote the Union position of attempting to satisfactorily resolve complaints and grievances quickly and at the lowest level. The number of technical challenges on grievances is also increasing and therefore there must be a system set up to prevent unnecessary losses.

This policy is designed to provide:

Assurance that there will be:

1. proper representation for the grievor on all grievances;
2. proper training process for Union Stewards;
3. proper flow of information so that the Union is aware at all times of what step each action is at and what documentation flows with the file;
4. that the Union Steward will be afforded appropriate support from AUPE to help them effectively represent the members.

Policy

1. Union Stewards must be nominated by their component in accordance with the Constitution. Only recognized Union Stewards may process grievances.
Note: A Union Steward may represent any member who is covered by an AUPE Collective Agreement, regardless whether they come from a different Chapter or Local.
2. Union Stewards must be properly trained in grievance handling as per Policy 10-15, prior to dealing with grievances. This can be done through the recognized Union Steward training program.
3. Union Stewards responsibilities are to handle grievances prior to arbitration (except for the Level that immediately precedes arbitration/adjudication). The Membership Services Officer will normally be involved at this step (or the Union Steward should at least have reviewed the grievance with the Membership Services Officer). During the processing of any grievance, the Union Steward shall consult regularly with the appropriate Membership Services Officer to receive guidance on grievance wording, precedent decisions, and various do's and don'ts to keep in mind. As well, the Union Steward shall submit copies of all grievances and related documents to the Membership Services Officer immediately as they are received.
With the recent rise of jurisdictional objections arising from grievance wording and processing, it is necessary that, prior to submitting a written grievance, the Union Steward consult with the Membership Services Officer to ensure the grievance is properly written and filed. (If time limit adherence does not permit such consultation, contact the Membership Services Officer and ask him/her to obtain an extension of time limits so that you may discuss the grievance with the Membership Services Officer or file the grievance and then consult with the Membership Services Officer as soon as possible and definitely prior to the grievance hearing.)
4. The Membership Services Officer will likely assume handling of the grievance at last level prior to arbitration/adjudication. The Union Steward should continue to be involved.
5. The Union will determine whether the matter ought to be submitted to arbitration/adjudication. If the Union decides to submit the matter to arbitration/adjudication, representation shall be provided as necessary.
6. Remember: All documents received by the Union Steward must be copied and forwarded immediately to the Membership Services Officer so that the grievance can be properly dealt with. It is imperative that this process be adhered to so as to ensure that the duty of fair representation owed by the Union to the grievor is adhered to.
7. The President of the Union has delegated authority to the Union Staff to do such things as extend time limits and waive levels. If you find that these types of things are required, please contact your Membership Services Officer immediately. If you are in doubt as to whether you have authority to take an action, contact your Membership Services Officer for advice immediately.
8. As Union Stewards, it is important that you do not exceed your authority as you may be exposing yourself or the Union to liability.

10-16 POLICY ON UNION STEWARD EXPECTATIONS (June 8 & 9, 2018)

1. Once an AUPE member has been properly nominated and has completed the AUPE Union Steward training program it is expected that they will assume their roles and responsibilities as outlined in this policy. It is also expected that Union Stewards will work in conjunction with their regional AUPE Office/ Membership Services Officer [MSO] in order to carry out their responsibilities effectively.
2. To be effective at the workplace, Union Stewards must:
 - Know and become familiar with the Collective Agreement, the Union constitution, bylaws, structure and operations, and various legislations;
 - Protect and Defend the rights of Union members by enforcing the Collective Agreement and other workplace and Union rights such as Occupational Health and Safety and Human Rights legislation;
 - Build and Strengthen the Union through education, advocacy and distribution of Union literature;
 - Communicate pressing issues between the workplace and AUPE Headquarters and Regional Offices.

3. Union Stewards will:
 - Interpret Collective Agreements;
 - Represent Members in Meetings and Investigations;
 - Attend Disciplinary Meetings;
 - Handle Grievances; and
 - Have their name and contact information posted.
4. A record will be maintained for each active Union Steward by the Membership Services Officer for the purpose of tracking Union Steward utilization.
5. If a Union Steward feels that they are no longer able to assume the full responsibilities of a Union Steward, they must complete a Union Steward Withdrawal Form. The completed form is to be sent to the AUPE Education Department. The Education Department will send a letter confirming the withdrawal to the Union Steward, the appropriate Membership Services Officer and the Chairperson of the affected component(s). The Union Steward Database will be updated. (See Forms – Union Steward Withdrawal Form).
6. In the event that a member in their capacity as a Union Steward fails to fulfill their roles and responsibilities, the matter shall be referred to the Component Chair to address.
In the event that the issue is with the Local Chair in their capacity as a Union Steward, the issue shall be referred to the Executive Committee to address.
After being addressed, should a Union Steward continue to not meet the expectations as laid out in Policy 10-16, the member shall be referred to the Union Steward Withdrawal form.
7. In the event that a Member in their capacity as a Union Steward has acted in a manner that adversely affects the union, and/or the membership, the matter shall be dealt with in accordance with AUPE Constitution – Article 29 – Member Conduct, Complaints and Discipline.

WORKSITE CONTACTS

Worksite contacts are often the first way members get involved in the Union. Article 18.03 (e) details the responsibilities of worksite contacts, including:

- receiving and disseminating information from AUPE, the Local, and/or the Chapter at the worksite.
- providing member feedback to AUPE, the Local, and/or the Chapter.

AUPE's current policy on worksite contacts is copied below.

10-5 WORKSITE CONTACTS (June 2005)

AUPE will actively recruit Worksite Contacts and develop them. This policy is not meant to replace Union Stewards and it would be our intent to develop the role into Union Steward.

1. Receiving Union information and distributing it – i.e. Bulletin boards, unit boards, etc.
2. Worksite liaison – liaise between the Worksite and Union other than dealing with grievances.
3. Distribute information to area reps on the worksite and funneling out of information.
4. The word is 'worksite' – between the Chapter/Local executive and other the worksite contact is in the best position for information sharing.
5. To have available the names and contact information numbers for Union Stewards and Membership Services Officers/Reps. To refer members to these resources.

AREA COUNCILS

AUPE's Area Councils are groups of union volunteers from various locals and chapters in a geographic area who organize, co-ordinate and run family-oriented union events throughout the year for AUPE members and their families.

AUPE's Area Councils promote and provide for the social and general welfare of the membership. Area Councils are funded by an approved budget, allocated by Headquarters. Area Councils receive money from AUPE based on a formula that takes into account the number of AUPE members in the geographic area.

Prior to May 31 each year, the Area Council must hold an AGM of its own, and in election years will elect an Executive Board consisting of Chair, Vice Chair, Secretary, and Treasurer for a two-year term. The Executive Board Members shall be elected by a majority vote (50% +1) of the Area Council's regular members present and voting. The officers shall assume duties of their office immediately following the AGM.

Article 24 of the AUPE Constitution details the responsibilities of Area Councils

AUPE STANDING COMMITTEES

Article 15 of the Alberta Union of Provincial Employees' Constitution governs the formation and actions of AUPE's committees. The Executive Committee appoints members to all standing committees for a two-year term beginning after Convention in an election year. Members must submit their names to the Executive Committee for consideration. The Executive Committee then appoints members to committees based on knowledge and merit of the individual, and with consideration to fair representation of geography and local representation. Any applicants not initially appointed to committees will have their applications kept on file to fill any Standing Committee vacancies before the application process begins again.

The thirteen standing committees are:

- Legislative Committee
- Membership Services Committee
- Committee on Political Action
- Finance Committee
- Occupational Health and Safety Committee
- Anti-Privatization Committee
- Women's Committee
- Pension Committee
- Pay and Social Equity Committee
- Young Activists Committee
- Human Rights Committee
- Environment Committee
- Members' Benefits Committee

CONVENTION

AUPE's governing body is its Convention. Each local is entitled to send one delegate for every 100 members to the Convention, which is held annually. At Convention, policies are established, the budget is determined and, in election years, Executive Committee officers are elected by a vote of the delegates.

Convention is usually held in October in Edmonton at the Edmonton Convention Centre and runs Thursday, Friday and Saturday. The Wednesday before is the travel day; transportation is arranged by AUPE. Unless prior approval is obtained, mileage or parking will not be reimbursed for those taking their own vehicle. Hotel arrangements are on a double occupancy basis and covered by AUPE Headquarters, and arranged by the Local.

If at any point a Convention delegate knows they cannot attend Convention, they must let their Local Chair know as soon as possible so that arrangements can be made for an alternate to take their place.

BECOMING A CONVENTION DELEGATE

Locals with Chapters

Article 23.10 (i) of the AUPE Constitution details the process for selecting Convention delegates for Locals with Chapters. Nominees are elected at the Chapter level at a rate of one for every 100 Chapter members, plus one for any additional portion of 100 members, as well as a list of alternates (if possible). The list of Chapter nominees – ranked in order of votes received – is sent to the Local. At the Local AGM, delegates are elected from the complete list of all Chapter nominees. The Local Executive fills out Convention credential forms for all delegates and submits them to AUPE Headquarters within the timelines specified. Any credentials submitted after the deadline will be considered late delegates. Late delegates must be authorized by the Local Chair or Secretary at Convention registration.

Locals without Chapters

Article 21.03 (d) of the AUPE Constitution details the process for selecting Convention delegates for Locals without Chapters. At the Local AGM, delegates are elected from the floor, ranked by the number of votes they receive, at a rate of one for every 100 Local members, plus one for any additional portion of 100 members. Election of alternates can then occur, unless a motion is made to accept unsuccessful nominees for Convention delegate as alternates. The Local Executive fills out Convention credential forms for all delegates and submits them to AUPE Headquarters within the timelines specified. Any credentials submitted after the deadline will be considered late delegates. Late delegates must be authorized by the Local Chair or Secretary at Convention registration.

RESPONSIBILITIES OF CONVENTION DELEGATES

Each delegate will receive a package in the mail from AUPE Headquarters with all the information they need for Convention, including transportation. If a delegate is NOT using the arranged bus, the delegate needs to contact Headquarters and let them know so the Local is not billed for a spot on the bus.

Part of the information package is the resolutions booklet, which includes all the reports, as well as all the resolutions that will be presented at Convention. Some Locals hold required pre-Convention orientation meetings, where delegates familiarize themselves with the process of the Convention floor and the resolutions that will be brought up and voted on at Convention. Delegates must bring their resolution booklet to the meeting, and should have read it beforehand so they can ask questions and try to get any clarification they require, as the voting of resolutions on the Convention floor occurs quickly.

If a delegate cannot attend Convention, they should forward their information package to the Local Chair to ensure the Local can assign an Alternate to take their place.

Upon arriving at Convention, delegates will check in at their hotel. A member of the Local Executive will be on hand to give the delegate their Credential, which must then be taken to registration. Upon registering, delegates receive their nametag, which must be worn at all times to be admitted to the Convention floor and for voting.

Delegates are required to be on Convention floor on time and alert enough to make an informed decision on Convention business. Convention has mandatory morning and afternoon sessions, a candidates forum called “the Bear Pit” during election years. Anyone with dietary restrictions and/or accessibility requirements (i.e. sign language interpreter) must fill out the special requirements form on the AUPE Convention website – **www.aupeconvention.org** – well before Convention.

There are also many optional evening activities at Convention. Attending these activities is a good way to get to know AUPE members from all over Alberta.

If for any reason a delegate must leave early or an emergency comes up the delegate MUST inform their Local Chair and the AUPE Convention Office before leaving.

EFFECTIVE MEETINGS

Meetings aren't the only time important union information and action plans take place. It's encouraging to see coworkers attending, but also to have them speaking, being heard, helping out, and getting assistance when needed. Here's some suggestions to help make that happen:

Set a start, end time and location

- Meeting schedules should reflect what works for you and your coworkers – ask them.
- Location and ability to travel there is another consideration to think about
- If members work multiple shifts, you may need to hold multiple meetings so everyone can come and take part
- Make sure you're giving enough notice of the time and date
- Give notice in many ways – emails, text, one on one, bulletin boards, even social media
- Send a reminder by email, text & social media too!

Set an Agenda

- Make it relevant and time sensitive

Give time for members concerns

- Read the agenda at the start of the meeting
- Instead of "Chair's Report" try "Chair will report on overtime grievances – 5 minutes"
- Even better, print the reports and when possible, email reports ahead of time.
- Speak briefly on the most important topics to allow time for other discussion.
- Try some variety! Invite guest speakers, show short videos, recognize volunteers
- Don't let strict rules stop participation.

Other Tips

- Make it family friendly – let people know if the meeting space is kid friendly, or see about providing onsite childcare
- Set up a "parking lot" for questions and concerns that may not be on topic – and be sure to follow up on them
- Arrange for experienced members to act as mentors for people coming out for the first time
- Wrap up with a reminder of the commitments made and timelines for action "eg the Chair will look into the health and safety concern and report back next week"
- Leave time for mingling, parking lot questions, and informal discussion after official adjournment

Remember that not all your coworkers will attend the meeting – that doesn't make them bad! Your coworkers may have other commitments or just don't like to attend meetings. Look for other ways to communicate. Meet and greets, lunch & learns, wing nights, contract study sessions, member updates and more.

INTERNAL ORGANIZING

COMMUNICATION

Communicating with your coworkers is important because it is one of the tools for building a strong group that is capable of using union resources to take direct action together. It gives the Local and Chapter executive an understanding of the issues and demands of their members. It also builds solidarity, so you and your coworkers are ready to fight back when any government or any boss tries to attack your pensions, wages, jobs or working conditions.

A workplace or Chapter that communicates effectively has:

- A worksite culture where discussion of union issues is “normal.”
- A worksite culture where members openly discuss both the problems they are having at the worksite and how they can work together to solve them
- Identified “organic leaders” who have the trust and respect of their coworkers, and has worked to develop these organic leaders into worksite contacts
- An up-to-date fan-out list.

A Local that communicates effectively has:

- Worksite Contacts who are dependable, engaged, and respected by their coworkers.
- Regular and accessible communications with their Chapters.
- Two-way communication with chapters and members.

MAPPING

It's impossible for a single, local chair, chapter chair or component officer to know everyone on their worksite! This is why a strong union is built on worksite contacts. Ideally, there will be multiple contacts at each worksite, from a variety of shifts and departments. So how do we find people who would make good worksite contacts?

Knowing who in your workplace is a worksite contact and who is an organic leader is very important. Often, people confuse the two, but they are two different sets of skills. A worksite contact is someone who is willing to talk to their coworkers about union business. They are willing to give their coworkers updates on bargaining, invite them to union events, and ask them to fill out a bargaining survey. An organic leader is someone that coworkers trust and are willing to follow. Sometimes they like the union, and sometimes they don't. Some worksite contacts are organic leaders, and some organic leaders are worksite contacts, but one does not necessarily mean the other!

The following example identifies three broad categories of people who likely exist on your worksite and are integral to building a strong union. One is a worksite contact, but not an organic leader. One is an organic leader, but not a worksite contact. One is both.

EMILY is a working leader in her area. Last year, she and her shift went to their manager's office as a group to demand a better break space for workers in the basement, and Emily got everyone from the other shifts to sign an open letter. She sits on local council but is sometimes critical of union leadership. She says that her area trusts each other, and if one person has a problem, she'll get everyone who works on her shift to do something about it.

OSCAR comes from a union family and started going to union meetings as soon as he started work. He always wears an AUPE lanyard but doesn't like talking to his coworkers about union stuff because he feels really nervous and is worried that they'll think it's silly. When Oscar gets new material, he'll update the union boards all over his worksite. He's only been working here for less than a year, and mostly eats lunch with his wife, who is a non-union worker in another part of the building.

HASIBE has been working for over 20 years. She never goes to union meetings because she thinks they're boring, and she prefers to spend time with her family when she isn't at work. She signed Emily's letter about a better break area for workers in the basement, even though she doesn't work there, because she thinks that workers should stick together. She didn't go to an info picket last winter because she thought it was too cold, her whole department stayed inside.

OSCAR is a worksite contact, but he isn't an organic leader. HASIBE is an organic leader, but she isn't a worksite contact. EMILY is both an organic leader and a worksite contact. None of these workers are better or worse than each other, but they all bring different skills to building a strong union.

When you are thinking about your workplace, thinking about key workers on your worksite in these terms can be helpful in finding the way to most effectively communicate with your members on your worksite. This means making sure that you have worksite contacts in key areas, classifications and shifts, and working hard to talk to and convince organic leaders who aren't on board with the union yet. Thinking through this information allows you to make effective fan-out lists.

A Fan-Out List Allows for Effective Personalized Contact

- Fan Out Lists should be organized according to the layout of your workplace. Do members know each other best by shift? Department? Unit? Classification? Rotation? Social group? A Fan-Out List should be organized so workers are grouped by who they spend the most time with at work.
- Through mapping, you should have identified a worksite contact and/or an organic leader in each of these groups.
- When you are working on a campaign, whether it's a big contract fight, or an issue impacting a certain classification, you'll be able to make sure that each member is contacted by someone who knows them and the issues they're facing on the worksite. Ideally this worksite contact/organic leader should be someone who the member respects, or is at least familiar with, and is more likely to pay attention to them.
- This process is often imperfect. You may have a worksite contact that is of the same classification but a different shift, or who works on the same shift, but in a different department.
- Remember that if a member is new, or you don't know anything about their work area or situation, a call from a stranger is better than no call at all. All members deserve information.
- A good fan out list helps to spread the work over more people. A well prepared, thorough fan out list, developed intentionally, is the most important tool in your communication plan. If you weren't at your worksite, and needed to get a message to everyone there, would you be able to do it? Do you have reliable worksite contacts on every shift and area who could get a message to your coworkers? Would that information be trusted?

UNION EDUCATION

Labour education helps ensure AUPE members are trained and willing to take a stand for public services, decent jobs and fairness in the workplace and their communities. AUPE's Education department is responsible for developing and delivering continuing education courses to members and component officers in support of the role they perform in their Union.

The ground-level core courses available to all members include Introduction to Your Union, Contract Interpretation, Introduction to OH&S, Basic Conflict Management, Introduction to Politics and Introduction to Labour History. Other courses are restricted to nominated stewards and component officers.

AUPE CORE COURSES

AUPE's core course schedule runs from September to June every year. The education calendar can be viewed on AUPE's website at www.aupe.org/training.

AUPE core courses range from one to three days in length; some are also available online. Members must attend the course in its entirety to be credited with completion.

Members can register online using the registration link at www.aupe.org/training/. The online system will determine if members have completed any prerequisites before allowing the member to register.

The online registration indicates the number of seats available for a particular course, and generates waiting lists when the course is full. Minimum and maximum registration levels ensure that learners are able to get the most out of the course material and exercises. The Education department monitors waiting lists and will run additional courses based on demand and instructors and space availability. AUPE makes every effort to ensure that courses go ahead as scheduled or that options are provided in case of cancellations.

Confirmation letters and time off request forms are sent to members approximately three weeks prior to the course.

COURSE LOCATIONS

AUPE regularly holds courses at the Edmonton, Calgary, Red Deer, and Lethbridge offices. Courses can be offered on an add on basis in other locations if course prerequisites and minimum numbers can be achieved. Please contact the AUPE Education department for further details.

ADVANCED EDUCATION

AUPE also offers an annual four-day advanced Labour School. Members apply to their Chapter and Local to attend Labour School. The Chapter and Local Executive will review the applications. As Component Officers, it is very important that you review the applications fairly – this is an advanced school for active members who will use their education to benefit others at their worksite, in their community, and in their union.

Other Education Opportunities

AUPE also holds seminars, conferences, and ad-hoc courses.

PROTECTING PERSONAL PRIVACY

Personal privacy is protected under legislation. Breaches of an individual's right to privacy in Alberta are subject to an official complaint to the Office of the Information and Privacy Commissioner; individual and organizational fines and penalties; or a legal suit for damages. Any personal information that is collected and used by an organization should be kept private and secure unless that individual has provided informed (preferably written) consent to disclose their information.

The right to personal privacy was not legislated until the national **Privacy Act** in 1983 that regulated the collection, use and disclosure of personal information by the federal government. The 1996 **Freedom of Information Act (FOIP)** allows individuals to restrict and correct federally held information. With the advent of new forms of technology and social media, the federal **Personal Information Protection and Electronic Documents Act (PIPEDA)** was passed in 2000. While **PIPEDA** covers federal agencies and inter-provincial issues, each province has legislation for private information held by the province. Alberta's **Personal Information Protection Act (PIPA)** passed in 2004, **Health Information Act** (2001) and the 1995 **Freedom of Information and Protection of Privacy Act (FOIP)** address most privacy issues in the province.

Personal information is described in Alberta's **PIPA** legislation as recorded "information about an identifiable individual." The following are examples of protected information:

- All areas under the **Human Rights Act** are protected, including age, ancestry, colour, family status, gender, marital status, mental disability, physical disability, place of origin, race, religious beliefs, sexual orientation and source of income.
- Any unique number assigned to an individual. A Driver's License, Social Insurance Number, Bank Accounts or Credit Cards are examples of identification that is protected.
- Additional items include (but are not limited to) a person's name, biometric information, blood type, credit records, criminal records, education records, fingerprints, genetic information or inheritable characteristics,

income, loan records, medical records and political beliefs or associations.

AUPE Membership lists, completed Members' Benefits Benevolent Fund forms, and grievances are examples of protected information covered under PIPA.

If personal information is to be gathered and used, an individual should be informed and preferably written consent should be collected. Individuals need to know why the information is being collected, what it will be used for and how long the information will be kept. Individuals have the right to revoke use of personal information at any time.

AUPE's current policy on the confidentiality of membership lists follows.

10-7 POLICY ON CONFIDENTIALITY OF MEMBERSHIP LISTS (October 18, 2017)

1. Membership personal information in the custody of AUPE is subject to the Alberta Personal Information Protection Act (PIPA). Nothing in this policy is intended to limit the right of AUPE, as set out in PIPA, to collect, use and disclose membership personal information.
2. AUPE maintains membership personal information for the sole purpose of conducting the business of the union. PIPA allows the use of this information only for the purposes collected – namely for the purposes of conducting our business.
3. An AUPE Component Chair or Designate may request that AUPE provide access to membership personal information for the sole purpose of carrying out the work of the Component. This includes a request for a membership list of their own respective Local, Chapter or Area Council.
4. An AUPE Component may collect personal information with the assistance of AUPE Headquarters, for the sole purpose of conducting the business of the Component. The membership personal information collected must be reasonable for the purpose for which it was collected. This information must be shared with the records department at AUPE Headquarters as soon as practicable.
5. The Chair of an Ad-Hoc, Standing or Bargaining Committee, with the approval of the Committee, may request and receive a membership list as required in relation to the business of the Committee.
6. In disclosing personal information to a Component or Committee, AUPE will take reasonable steps to protect the privacy of personal information.
7. Members shall have the right to opt out of receiving information by indicating in writing to their Component Chair(s) and/or AUPE Headquarters.
8. Except as set out above, membership personal information cannot be copied or distributed.
9. AUPE staff and members who receive membership personal information for the purposes of conducting the business of AUPE will be made aware of and be required to acknowledge their personal responsibilities in relation to the protection of this information in accordance with PIPA.
10. Unauthorized collection, use or distribution of membership personal information is prohibited and, where applicable, will constitute "conduct unbecoming" pursuant to the AUPE Constitution. A breach could also result in a person being found guilty of an offence under PIPA.*

**Under PIPA, a person may be liable for a fine of not more than \$10,000, and may be liable for damages arising from the breach of PIPA or other claims in law.*

LOCALS, CHAPTERS AND AREA COUNCIL RETENTION GUIDE

Records Retention Guideline

Purpose

The purpose of this guideline is to advise AUPE Locals, Chapters and Area Council on how long to retain their records.

AUPE Policy and Procedures manual, amended by the Provincial Executive September 05, 2014 states:

COMPONENT OFFICER RESOURCE KIT

5-9 Disposal of Financial Records

Component records need to be maintained for ten (10) years. No general ledgers shall be destroyed.

When Component records are three (3) years old (or sooner as per Component discretion) they shall be submitted to Union Headquarters for storage.

Component financial records requiring disposal are to be submitted to Headquarters on an annual basis for ultimate disposal as appropriate.

Application

This guideline applies to records held in electronic format including emails as well as, hardcopy records.

Records Destruction

Once hardcopy records have met their retention and are ready for destruction they should be inventoried, one copy should be kept by the component and one copy placed in the box; boxed and marked for destruction. The boxes should then be sent to the Regional Office for physical destruction.

Activity	Description		
Agenda, Minutes and Reports	Refers to establishment, organization and functions of committees includes agendas, minutes, lists of appointments, reports and general information.		
Retention Management			
Type of Information	Closure Criteria	Retention Period	Final Disposition
General	Calendar Year	5 Years	Destroy
Chapter Annual General Meetings	After submitted to HQ	5 Years	Destroy
Local Council Meetings	Calendar Year	5 Years	Destroy
Provincial Executive Minutes	Copies	3 Years	Destroy
Standing Committee Reports	Copies	3 Years	Destroy
Convention minutes, resolutions and other material	Copies	3 Years	Destroy
Union Management Meetings (UMC) aka, (Employee Management Advisory Committee (EMAC) or (Labour Management Committee (LMC)	Once committee is disbanded	5 Years	Destroy
Provincial Advisory Program Steering Committees	Once committee is disbanded	5 Years	Destroy
Workplace Health & Safety Committees	Once committee is disbanded	5 Years	Destroy

Activity	Description		
Education Information	Refers to information relating to education opportunities. Includes notices and schedules for conferences and seminars, labour school, core courses, etc.		
Retention Management			
Transaction	Closure Criteria	Retention Period	Final Disposition
	Calendar Year	2 Years	Destroy
Labour School and Conference applications	After submission	1 Year	Destroy
Activity	Description		
Financial Records	Refers to financial responsibilities including but not limited to: local and council meetings and related expenses; local executive meeting expenses; local sub-committees formed by the locals; local seminars held by the local; annual convention observers only; any expense or purchase of the local which is paid by headquarters on behalf of the local; all chapter financing; all local financial expenditures shall be reviewed prior to or at each council meeting by the local finance committee or local executive to ensure that cheques issued have supporting documents. Includes written summary of financial expenditures produced for each Council meeting as well as an annual financial statement by the Treasurer Reference: AUPE P&P 5-9		
Retention Management			
Transaction	Closure Criteria	Retention Period	Final Disposition
Accounts Payable	Fiscal Year	10 Years	Destroy
Audit	Fiscal Year	10 Years	Destroy
Budgets	Fiscal Year	10 Years	Destroy
Financial Statements	Fiscal Year	10 Years	Destroy
Member Expense Claims	Fiscal Year	10 Years	Destroy
Local Bursary Application	Fiscal Year	10 Years	Destroy
Log books of members who receive fruit baskets for bereavement	Fiscal Year	10 Years	Destroy
Quicken General Ledger		NA	Permanent
Activity	Description		
Member Information	Refers to documentation and notes of investigations, or grievance hearings, performance meetings, return to work meetings; employer documentation. Also includes in cases where a Union Steward is representing the member at grievance hearings, copies of the grievance forms, information of the member that is of a disciplinary nature.		

Retention Management			
Transaction	Closure Criteria	Retention Period	Final Disposition
General	After decision has been made	1 Year	Destroy
Copies of Grievances	After decision has been made	1 Year	Destroy
Disciplinary Letters	After decision has been made	1 Year	Destroy
Return to Work Plans	After decision has been made	1 Year	Destroy
Investigation and Grievance Notes	After decision has been made	1 Year	Destroy
Performance Management Meetings	After decision has been made	1 Year	Destroy
Member Benefit forms	After submission	1 Year	Destroy
Activity	Description		
Publications	Refers to publications such as handbooks, manuals, guides, brochures, pamphlets, newsletters, bulletins, posters, and articles. Also includes Collective Agreements, etc.		
Retention Management			
Transaction	Closure Criteria	Retention Period	Final Disposition
	Calendar Year	2 Years	Destroy

MAILROOM & PRINTING

AUPE's mailroom and print shop can provide the following for components:

- This Is AUPE (orientation book)
- Annual General Meeting notice printing and mailing
- Regular printing (i.e. posters)
- Collective agreements
- Education Schedule

Please contact your Membership Services Officer with any requests or questions you have about AUPE mail and print services.

The mailroom will not deal directly with member requests.

The mailroom requires 2-6 weeks, depending on quantity and print shop requests.

ELECTIONS AND ANNUAL GENERAL MEETING

Over the years different approaches have been adopted regarding the running of Local and Chapter AGMs. Different histories and the rapid growth of AUPE have lead to some inconsistencies. Often the lines of Local and Chapter administration blur with matters of Labour Relations. Clarity of direction becomes increasingly important as the sophistication of AUPE and its mandate continues to expand.

With this in mind, the roles of the Chapter and Local Chairs along with the President, Executive Secretary-Treasurer and Vice Presidents are found in the Constitution. This includes the overseeing of Annual General Meetings (inaugural or otherwise), and the continued administration of components. Constitutional interpretation can only be done by the Component Chair (Article 18.02) and the President (Article 9.02), or the members of the Executive Committee when designated by the President. Alternately, the handling of Labour Relations falls to the Membership Services Officers and other designated staff, by way of AUPE policy.

Moving forward it is important that meetings of AUPE components run effectively and in the same manner throughout the sectors and the province.

Role of the Membership Services Officer

- Ensure AGM package is available for the meeting.
- Provide guidance to the component.
- Work closely with the component executive and Union executive.
- Keep the component advised on recent developments.
- Answer questions and advise on Labour Relations issues.
- Interpret the Collective Agreement.

Role of the AUPE Executive Committee Member

- Report on the activities of their Standing Committee(s) to the Component.
- Report on their activities in their position of President/Executive Secretary-Treasurer/Vice President.
- Conduct the Election of all Component Positions. In the absence of an Executive Committee Member, a neutral person shall conduct the election (i.e. member of the Local Executive for Chapter elections). In the event that there is no neutral person, the Membership Services Officer shall run the elections.

Role of the Component Chair*Prior to Meeting:*

- Contact the Components Membership Services Officer to check on availability for meeting dates
- Call the meeting, giving enough notice to get meeting notices out to the membership (Depending on how you send out your AGM notice will dictate how much time is required. Example: Email vs. mail out)
- Make sure your Agenda flows with the Minutes template

During the Meeting:

- Chair the meeting – if you require assistance, ask an Executive Member of the Local or AUPE. If none are available, ask your MSO
- When you get to elections on the Agenda, pass the chair over to an AUPE Executive Officer (AUPE Vice President or Executive Secretary Treasurer or President). If an AUPE Executive Officer is not available, then an Elected Local Executive for Chapter AGM's
- Once all elections are completed, the Elections Chair will turn the Chair back to the Component Chair so that you can finish your meeting

After the Meeting:

- Assist the MSO to make sure all forms in the package are completed

Relevant Articles of the Constitution

- Article 18 Component Officers – sets out the roles and responsibilities of Component Officers.
- Article 21 Locals without Chapters – sets out the functions for Locals without Chapters.
- Article 22 Locals with Chapters – sets out the functions for Locals with Chapters.
- Article 23 Chapters – sets out the functions for Chapters.

MORE INFORMATION

AUPE is a large Union and you may feel overwhelmed at times. If you don't know the answer, ask someone!

AUPE has a Member Resource Centre, which can be reached during business hours by calling 1-800-232-7284. The agents will make every effort to answer your questions, or will be able to direct you to the appropriate person within AUPE who can.

COMPONENT OFFICER RESOURCE KIT

The AUPE website is another good place to start looking for further information. You can find it at www.aupe.org. When you have the time take the opportunity to surf the AUPE website, you will find that you can get a lot of information about AUPE. You will always be able to find information on the following items on the site:

- Information about AUPE, its structure, and its important documents.
- Member resources, including:
 - Member Discounts: discounts available to members and their families throughout the province.
 - Education: course descriptions, Union Steward program, Union Steward nomination form, Athabasca University Credit transfer.
 - Publications: our annual print magazine Direct Impact.
 - Bursaries and Scholarships
 - Benevolent Fund: for members who require emergency financial assistance.
- Collective agreements.
- AUPE Committees.
- News.
- Contact information.

AUPE also has a Policy and Procedure manual. Local Chairs and Provincial Executive members have access to the manual, as does your Membership Services Officer. Sections in the Policy and Procedures Manual are:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Section 1 - Disputes and Arbitration• Section 2 - Conventions• Section 3 - Education• Section 4 - Executive Officers• Section 5 - Finances• Section 6 - Health and Safety• Section 7 - Life Members• Section 8 - Members' Benefits• Section 9 - Regional Meetings• Section 10 - Membership Services - General• Section 11 - Negotiations• Section 12 - Organizing• Section 13 - Pensions• Section 14 - Political Action• Section 15 - Provincial Executive• Section 16 - Internal Communications• Section 17 - Structure• Section 18 - Women's Issues• Section 19 - AUPE Strike Policy• Section 20 - Staffing• Section 21 - Intellectual Property• Section 22 - Young Activists• Section 23 - Local Chairs• Section 24 - Environmental• Section 25 - Member Relations• Policy Statements | <ul style="list-style-type: none">• Forms:<ul style="list-style-type: none">• Union Steward Withdrawal Form• AUPE Travel Expenses Comparison Worksheet• Request for Funds Form• Life Member Nomination Form• Privacy Disclaimer and Legal Advisory• Local Life Membership Nomination Form• Affiliate Membership Application Form• Standing Committee Application Form• DOVE Award Nomination Form• Vendor Use of AUPE Logo• Internal Use of AUPE Logo Application• Young Activists Committee Award Nomination• Eco-Star Award Nomination Form• Article 29 Written Complaint Form• AUPE Harassment Complaint Form |
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The following forms are examples only.

- Meeting Notice
- Chapter Proposed Budget Form
- Local Proposed Budget Form
- Motion Form
- Meeting Attendance Sheet
- Member Expense Claim
- Union Steward Nomination Form
- Union Steward Withdrawal Form
- Application For Assistance Members' Benefits Benevolent Fund
- Alberta Union Of Provincial Employees - Structure

Please contact your MSO or AUPE
Regional Office for the proper form.

Some of these forms and documents can be found
at **www.aupe.org** - Member Resources - Forms or
www.aupe.org/member-resources/forms

COMPONENT SECRETARY

Sample Meeting Notice

MEETING NOTICE

TO: ALL MEMBERS IN LOCAL 003 CHAPTER 003

Greetings! Please be advised that an Annual General Meeting of our Chapter has been scheduled as follows:

DATE: Friday, April 27, 2017

TIME: 6:00 PM

PLACE: AUPE HEADQUARTERS
10451-170 Street
Edmonton, Alberta
Red Deer Boardroom

Agenda

1. Call to order
2. Statement of Equality (AUPE Constitution)
3. Introductions
4. Minutes of the Previous Meeting
5. Business Arising from the Minutes
6. Correspondence
7. Officers Reports
8. Old Business
9. Elections
10. New Business
11. Adjournment

Looking forward to seeing you on the 27th of April.

Fraternally,

Bill Smith
Chair, Local 003 Chapter 003

BB/bs

AUPE LOCAL _____ CHAPTER _____ 20____/ 20____ PROPOSED BUDGET

SUPPLIES (stationery, ledger, binders, staples, etc.) \$ _____

MEETINGS (other than Annual General Meeting)
(forecast number) _____

Hall Rentals \$ _____

Notices and Postage \$ _____

Refreshments \$ _____

Dinner Meetings \$ _____

Mileage \$ _____

\$ _____

\$ _____

\$ _____

\$ _____

ANNUAL GENERAL MEETING _____

TOTAL EXPENSES \$ _____

THE BALANCE IN THE IMPREST ACCOUNT AT _____ WAS _____.
(Date) (Amount)

This Budget was approved by Chapter _____ at its meeting held
on _____ by a motion duly made, seconded and carried.

Chairperson

Secretary-Treasurer

Date

Date

PLEASE MAIL THIS BUDGET AND A COPY OF THE MINUTES OF YOUR ANNUAL
CHAPTER MEETING TO THE SECRETARY AND TREASURER OF YOUR LOCAL!!

ALBERTA UNION OF PROVINCIAL EMPLOYEES

Local _____ Proposed Budget

20 ____ / 20 ____

	Estimated Actual 20 ____ / 20 ____	Proposed Budget 20 ____ / 20 ____
<u>Revenue</u>		
Rebate	\$ _____	\$ _____
Interest	_____	_____
Total Revenue	\$ _____	\$ _____
<u>Expenditures</u>		
Postage	\$ _____	\$ _____
Printing and Stationery	_____	_____
Telephone & Fax	_____	_____
Travel & Subsistence - Mileage	_____	_____
Travel & Subsistence - Accommodation	_____	_____
Travel & Subsistence - Meals	_____	_____
Travel & Subsistence - Miscellaneous	_____	_____
Travel & Subsistence - Air Travel	_____	_____
Travel & Subsistence - Reimbursement of Salaries	_____	_____
Chapter Financing	_____	_____
Honorariums	_____	_____
Awards and Presentations	_____	_____
Bank Service Charges	_____	_____
Supplies	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Expenditures	\$ _____	\$ _____
Proposed Surplus (Deficit)	\$ _____	\$ _____

This Budget was approved by Local _____ at its meeting held on _____ by a motion duly made, seconded and carried.

Chairperson

Treasurer

Date

Date

MOTION FORM

MOVED BY: _____

SECONDED BY: _____

I MOVE THAT:

In Favour: _____ **Opposed:** _____ **Carried:** _____

Chair Signature: _____ **Date:** _____

Motion #: _____

Meeting Attendance Sheet



DATE	LOCAL	CHAPTER	TYPE OF MEETING
------	-------	---------	-----------------

[illegible]

PLEASE NOTE:

The contact information you provide will be used by your local or chapter or AUPE headquarters to provide you with periodic updates on union events and activities.

Member Expense Claim



The Alberta Union of Provincial Employees
10451 - 170 Street, Edmonton, Alberta T5P 4S7
(780) 930-3300 or 1-800-232-7284

AUPE office use only

Voucher # _____ Authorized: _____

Date Rec'd _____ Add Checked: _____

Date Entered _____ Approved: _____

Member Information - Required

Member # <div><div></div><div></div><div></div><div></div><div></div><div></div></div>		Member surname, first name		Phone - Cell	Phone - Home
Local	Chapter	Address - Mailing		City/Town	Postal Code
		Address - Home (if different from mailing)		City/Town	Postal Code

Activity Information - Required

Activity associated with claim		Location of activity	
Left home date and time: <div></div> at <div></div> <input type="checkbox"/> am <input type="checkbox"/> pm		Activity ended date and time: <div></div> at <div></div> <input type="checkbox"/> am <input type="checkbox"/> pm	
		Arrived home date and time: <div></div> at <div></div> <input type="checkbox"/> am <input type="checkbox"/> pm	

Expense

Amount

Code

Air travel

\$

7251

Mileage

(Extra kilometres require explanation)

KM @ \$0.52

\$

7252

Parking (attach original receipt)

\$

7250

Taxi/Bus (attach original receipt)

\$

7258

Accommodation

(\$50/day without receipt or attach receipt)

days @ \$ per day

\$

7253

Meals

Breakfast

@ \$12.00 = \$

Lunch

@ \$14.00 = \$

Dinner

@ \$25.00 = \$

\$

7254

Overnight Expense

overnight @ \$10/overnight

\$

7255

Child Care Claims (please use separate AUPE Child Care Receipt Form)

\$

Other (attach receipts and provide explanation)

\$

7255

Total \$

Less Advance \$

Balance \$

I certify that this is a true detailed account of expenses incurred on Union business.

I understand that incomplete, incorrect, unsigned or unauthorized claim forms will result in a delay.

Signature

Date

Please Print

Refer to your Local Agreement for Time-Off details

Member Expense Claim



Travel and Subsistence Regulations

When possible, members should:

- (a) Share one car when travelling long distances from the same place.
- (b) Share hotel rooms.

Transportation:

Where a member is required to use their car for Union business, mileage allowance shall be 52 cents-per-kilometer. Google Map mileage will be used in all cases for mileage via the most direct route. Extra kilometers require explanation.

Where members travel by air, economy air fare will be paid, plus transportation to and from airports, plus parking if car is parked at the airport.

All claims for taxi fares, air fares and bus fares must be accompanied by a receipt.

Parking cost will be reimbursed upon production of receipt. Each member will be reimbursed for the least expensive mode of transportation, i.e., air fares vs. mileage. Reimbursement will not be made for parking expenses that would have been incurred had the member been performing their normal work day.

Subsistence Rates:

1. Meals taken during travel will be reimbursed to a maximum rate per meal. All claims for meal expenses will be reimbursed at the established meal reimbursement rates. Receipts are not required to be submitted with meal claims, regardless of the actual meal costs.

The time of departure or return must be reasonable based on the travel time.

Breakfast - \$12.00 (if departure is earlier or time of return is later than 7:30 am)

Lunch - \$14.00 (if departure is earlier or time of return is later than 1:00 pm)

Dinner - \$25.00 (if departure is earlier or time of return is later than 6:30 pm)

2. Meal expenses are not to be claimed in those cases where the meal is already provided at Union expense except under special circumstances which must be fully explained, and approved by the Union Executive Secretary-Treasurer or his/her designate or the Component Treasurer as appropriate.
 - Breakfasts will not be paid where a hotel has been provided, which offers Complimentary Breakfasts to their Guests,
 - Meals will not be paid where meals are provided for conference, workshop or union meetings or are included in the registration fee.

Provincial Executive Policy on Hotel Accommodation (Policy 5-18):

Members must reside 150 kilometers or more away from the event location in order to qualify for reimbursement of accommodation expenses. Members are required to stay in AUPE approved hotels in a standard or equivalent room or a non-AUPE approved hotel if the rate is below the rate listed for the event or \$150 plus applicable taxes, whichever is cheaper. "AUPE approved hotels" can be accessed through the "Members Discount" on the AUPE web portal or are provided as part of the registration process prior to an event such as AUPE Labour School, AUPE Convention or AUPE educational sessions.

Members may only be provided one day of lodging for one-day conferences, educationals and events. Members may receive two days if living outside the 150 kilometers distance.

If conferences or events are more than one day, members may be paid lodging and time off as dictated by the length of the event.

Except as outlined below, no direct billing will be allowed. Members are expected to pay for their hotel accommodation and claim this expense on their expense claims, with receipt attached. \$50.00 per night can be claimed for accommodation without a receipt.

Direct billing will only occur when Headquarters makes special arrangements with the hotel prior to the event. i.e. Education sponsored conferences and seminars, etc.

General:

Any individual requiring financial assistance for the purpose of Union business may obtain an advance by contacting Headquarters. Please give two weeks' notice on advances.

Any enquiries or disputes as to expense claims can be directed to the Finance Section of the Union: 1-800-232-7284

PLEASE NOTE:

Claim forms that are incomplete, incorrect, unsigned or unauthorized will be returned for completion. Properly completed claim forms, accepted by Finance, will be processed for payment within 7-10 business days. In order to save time and money, attaching a void cheque will enable us to deposit funds directly into your account. Please advise if your banking information changes.

UNION STEWARD NOMINATION FORM

Please check the appropriate box

I would like to: ☐ Become a NEW Union Steward ☐ REINSTATE my Union Steward status
(please note requirements must be met)

Please Print Clearly

Name:

Address:

City/Town:

Postal Code:

Home Phone:

Workphone:

E-mail:

Local:

Chapter:

Employer:

Worksite:

Signature of Member

☐ I have read policies 10-14 and 10-16

The Local/Chapter has reviewed the Nomination:

Accept ☐ Decline ☐

Locals with Chapters:

Chapter Executive Member (please print and sign name)

Locals with NO Chapters:

Local Executive Member (please print and sign name)

**Please forward this nomination form
to the attention of Education Section**

AUPE Headquarters
10451 – 170 Street
Edmonton, Alberta
T5P 4S7



Should you have any questions regarding this form, please contact AUPE
Records Department at 780-930-3300 or 1-800-232-7284.

Union Steward Withdrawal Form

Member Information:

NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____ PHONE: _____

MEMBER #: _____ LOCAL/CHAPTER: _____

As I feel I cannot fulfill the roles and responsibilities of the Union Steward position at this time, I would like to withdraw from my position as a Union Steward. I understand that if I would like to be a Union Steward again at a later date, I will need to follow the nomination process and my past education with AUPE will be reviewed and evaluated.

My reason(s) for discontinuing my position as a Union Steward are (check all that apply)

- ☐ Family / Time Constraints.
- ☐ Haven't been able to use my training at my worksite.
- ☐ Work resignation or retirement.
- ☐ Other personal reasons.

I confirm that I wish to discontinue my position as a Union Steward at this time.

Member Signature

Date

**Please return this form to AUPE's Records Department.
Fax: 780-930-3392 - Toll Free Fax: 1-888-388-2873**

For Office Use Only – Position End-Dated on: _____

Cc – MSO _____ Local Chair _____ Chapter Chair _____ Member _____



The Members' Benefit Committee meets once a month to review applications and **ALL INFORMATION COLLECTED IS TREATED AS CONFIDENTIAL**. Applications must be received by 3:00 pm, two business days prior to scheduled meetings (scheduled meetings can be found on the AUPE website). The committee has limited funds available to provide assistance.

Please print in black ink

OTHER SOURCES OF ASSISTANCE			
Have you applied:	Yes	No	If you did not apply, why not?
Alberta Works/Alberta Supports			
Employment Insurance (EI)?			
Canada Pension (CPP) or Canada Pension Plan Disability (CPPD)?			
WCB?			
LTDI?			
Other resources? eg. family			

MBBF 2019MemberBenevolentFund 02 2019

FINANCIAL INFORMATION

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PLEASE NOTE: Monthly Expenses and Monthly income MUST BE TOTALLED in the area provided below.**Monthly Expenses** (for you, or for yourself and your partner)

Copies of all bills, eviction notice, disconnection notice **and an explanation** if a bill is unusually high must be provided or your claim cannot be processed. **PLEASE BE ADVISED THAT THIS INFORMATION IS NECESSARY FOR THE COMMITTEE TO MAKE AN INFORMED DECISION.**

	Amount Monthly	Usual Monthly	Amount in Arrears	Explanation for High Bills
Mortgage/Rent (Name and address of landlord/mortgage lender)				
Property Taxes				
Utilities - Water				
Utilities - Natural Gas				
Utilities - Power				
Food				
Daycare/Elder Care (Name and address of provider)				
(Employee Shared) Health Care Benefits Premium				
Prescription Medical (not covered)				
Telephone/cell - if a necessity, explain				
Cable/Internet				
Vehicle Loan/Lease/Expenses				
Loans/Credit Cards				
Other				
MONTHLY EXPENSES TOTAL				

Monthly Income

We require you to provide the total monthly income and hours worked for you and all members of your family for the last three months. Please indicate if income is through STDI, LTDI, pension or insurance.

	Last Month	This Month	Next Month
Net Income			
(Take Home Pay) Applicant			
(Take Home Pay) Partner			
(Take Home Pay) Other Family			
Second Job(s)			
Rent or Room/Board Received			
Child/Spousal Support Received			
GST Rebate			
Child Tax Credit/ Universal Child Care Benefit			
MONTHLY INCOME TOTAL			

FINANCIAL INFORMATION

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Assets (belonging to you, or to yourself and your partner)

In completing the financial information section, please provide detailed information about the value of your assets. The committee reviews assets to determine if there is enough income and/or value to cover basic necessities such as food, shelter and utilities.

Cash on Hand	Cash in Bank Acct's	RRSPs	Bonds	Mutual Funds/Stocks	Other Investments

Vehicles - including recreation vehicles

	Current Value	Amount Owning	Make	Year	Current Value	Amount Owning
House						
Second Property						
Other.						

REQUEST FOR ASSISTANCE

Fund is for BASIC NEEDS. Fund is NOT available to provide assistance for ongoing needs, or for personal loans, lines of credit, credit cards, legal fees or for dental work. Detailed and specific explanation for financial assistance MUST BE PROVIDED.

Amount Requested and Reason for? (eg. rent \$500 and food \$200)	
Amount: _____	Reason: _____
Amount: _____	Reason: _____
Amount: _____	Reason: _____
Amount: _____	Reason: _____
Amount: _____	Reason: _____
Amount: _____	Reason: _____
Amount: _____	Reason: _____
Amount: _____	Reason: _____
Amount: _____	Reason: _____
Amount: _____	Reason: _____
Amount: _____	Reason: _____

CHECKLIST

Note: if any of the noted items are not included this application will be returned, delayed or denied.

- ☐ Utilities Bills
- ☐ Daycare/Eldercare Bills
- ☐ Lease/Rental Agreement/Mortgage Statement
- ☐ Health Care Benefits Premium Bill/Invoice
- ☐ Other _____

***DO NOT SEND:** Bills for phone, internet, cable, credit card, vehicle expenses and loans (unless deemed necessary)

REQUEST FOR ASSISTANCE

It is important for you to provide an explanation as to why you are in this situation where you require assistance.

Detailed explanation for financial assistance **MUST BE PROVIDED**. If more room is required please use additional sheet.

VERIFICATION

By signing below I verify the information provided in this application is true and accurate and I understand that missing/inaccurate information may delay or result in the denial of my application. I authorize the Members' Benefits Committee to verify any information provided. All applications are subject to the Members' Benefits Committee by-laws. Applications must be received by 3:00 pm, two business days prior to scheduled meetings (scheduled meetings can be found on the AUPE website). **This form must be signed by the applicant and faxed to 780-930-3344, email to membersbenefits@aupe.org or mailed to AUPE Headquarters (Solidarity Place), 10451-170 Street NW, Edmonton, AB, T5P 4S7.**

Applicant's Signature

Date (mm/dd/yyyy)

Disclaimer and Verification:

By signing this section, you acknowledge that all information submitted to the Members' Benefits Committee will only be used to determine eligibility and distribution of the fund, you verify that all information included in the application is accurate. All areas must be completed and be legible or this application may be delayed or denied.

GUIDE TO FILLING OUT THE APPLICATION

Please print legibly and complete all areas of the application fully in order to avoid delays or denied.

PERSONAL INFORMATION

1. Provide name, current address, home and work phone numbers and email addresses.
2. If you know your AUPE Member Number, please fill in the blank, if possible. Indicate what local and chapter you belong to and the approximate date you became an AUPE member. (If you do not know number please phone 1-800-232-7284 for it.)
3. Indicate how many children you have living with you and their ages.
4. Fill in occupation, work status and your employer. If you have more than one occupation and/or employer, please list all.
5. Please indicate your marital status. If you have a partner, please provide your partner's name, birth date and employment information. If they have more than one occupation and/or employer, please list all.

FINANCIAL INFORMATION

Monthly Expenses (Applicant and Partner, if applicable)

1. All monthly expenses must be listed with the normal monthly bill or minimum payment required and the outstanding/arrears amount. All expenses must have corresponding copies of current bills attached.
2. Other amounts could include (but are not limited to) spousal/child support, work tools/clothes or transportation (such as bus or LRT if you do not own a car).
3. The Members' Benefits Committee pays directly to a landlord or service provider. Information on service provider should be included with application. The only exception is for food where you will be sent food vouchers.

Monthly Income and Assets (Applicant and Partner, if applicable)

1. All sources of income must be listed with last month's income, the current month of income and the estimate of next month's income. Income also includes amounts received for Alberta Works, employment insurance, sick benefits, Canada pension (CPP/CPPD), workers' compensation, disability and child/spousal support. Include a copy of all pay/cheque stubs for both the last month and the current month.
2. If you have applied for assistance of any kind but have not begun receiving it (Alberta Works, employment insurance, sick benefits, Canada pension (CPP/CPPD), workers' compensation, disability and child/spousal support), please indicate the date applied.
3. List all assets that are in your possession, including cash and investments (such as RRSPs, RESPs, bonds, stocks or treasury bills); property; vehicles and any other asset of value. Miscellaneous items could include antiques, collectibles, jewelry and other items that could be sold as an asset.

Standing Committee Application Form

Name: _____ Member number: _____

Local: _____ Chapter: _____

Home address: _____

Work Phone: _____ Home Phone: _____

Email: _____

Union activity and experience: _____

Other related experience: _____

What Committee(s) are you interested sit on? _____

Are you deemed a Young Activist? ☐ Y ☐ N
(30 yrs of age or under)

Do you currently sit on a OH&S Committee? ☐ Y ☐ N Specify _____

What can you contribute to the mandate of your selected committee? _____

**Forms will be accepted by the President's Office
from September 1st to 7 days after Convention.**

Mail: AUPE Headquarters, Executive Office, 10451 - 170 St., Edmonton, AB T5P 4S7

Fax: 780-930-3312

Toll free fax: 1-888-388-2873



ALBERTA UNION OF PROVINCIAL EMPLOYEES

STRUCTURE

HEALTH SERVICES SECTOR (SUB-SECTORS 13 LOCALS)

Auxiliary Nursing Care

- AUPE holds bargaining Certificates for Auxiliary Nursing Care throughout the Province.
- Consists of Employees in Classifications such as: License Practical Nurses, Personal Support Worker, Home Support Worker, Nursing Attendants, etc.
- Work in Long Term Care, Acute Care Facilities, Community Health and Mental Health.
- Assigned to one of 5 Locals: Local 041, Local 043, Local 044, Local 045, Local 046

General Support Services

- AUPE holds bargaining Certificates for General Support Services throughout most of the Province.
- Consists of employees in Classifications such as Dietary, Housekeeping, Maintenance, Clerical, etc.
- Work in Long Term Care, Acute Care facilities, Community Health and Mental Health.
- Assigned to one of 5 Locals: Local 054, Local 056, Local 057, Local 058, Local 095

Continuing Care/Separate Employers

- Members are assigned to 5 Locals
- Continuing Care - Good Samaritan Society (Local 042)
- Continuing Care - Separate Employers North (Local 047)
- Continuing Care/Separate Employers South (Local 048)
- Continuing Care - Capital Care (Local 049)
- Covenant Health (Local 040)

BOARDS, AGENCIES & LOCAL GOVERNMENTS SECTOR

- Alberta Treasury Branch (Local 020)
- Alberta Gaming and Liquor Commission (Local 50)
- Alberta Innovates Technology Futures (Local 60)
- Local Governments and Agencies (Local 118)

PROVINCIAL GOVERNMENT SECTOR

Directly employed by the Government of Alberta

- 1 Collective Agreement - 1 LRB Certificate
- 8 Sub-Agreements determined by classification
- Members are assigned to Chapters, either by Region or Department, in 1 of 9 Province wide locals according to their classification.
- Administrative & Support Services (Local 001)
- Administrative & Program Services (Local 002)
- Correctional & Regulatory Services (Local 003)
- Trades & Related Services (Local 004)
- Natural Resources Conservation (Local 005)
- Social Services (Local 006)
- Health & Support Services (Local 009)
- Technical & Field Services (Local 012)

EDUCATION SECTOR

Assigned to Locals/Chapters by Employer

Single Site

- NAIT (Local 038)
- SAIT (Local 039)
- U of C (Local 052)
- U of L (Local 053)
- Athabasca University (Local 069)

Multi-Site

- Local 071
 - Each College Employer is a Chapter

NOTES

[illegible]

NOTES

[illegible]

Questions?

Call the Member Resource Centre toll-free at 1-800-232-7284

Open Monday – Friday, 8:30 – 4:30
*leave a message after hours and an agent
will call you back the next business day*

Email: info@aupe.org

www.aupe.org

