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| Local 095 Policies and Procedures Manual |

Local 095 Policies and Procedures Manual

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PREAMBLE:

This is a guiding document of the Local. Each clause will be viewed in its broadest sense and will not be interpreted out of the context of the whole document.

Local 095 mission statement is:

To represent and support AUPE members through solidarity and mobilization

1. Statement of Equality and Treaty Recognition

These documents will be read at the beginning of all meetings.

1. definitions:
2. ‘AGM’ means Annual General Meeting
3. ‘Alternate PE Member’ means Alternate Provincial Executive Member
4. ‘AUPE’ means Alberta Union of Provincial Employees
5. ‘CA’ means Collective Agreement
6. ‘Chair’ means Local 095 Chair
7. ‘Chapter’ means the basic organizing unit of the Local comprised of different staff groupings in Calgary and surrounding areas
8. ‘Chapter Executive’ means Chair, Vice Chair, Secretary, Treasurer (or Secretary/Treasurer) and all Council Members including Alternates
9. ‘Committee’ means AUPE Standing Committee or Local 095 Committee
10. ‘Communication Liaison’ means Local 095 Communication Liaison
11. ‘Convention’ means the Annual Convention of AUPE held in Edmonton once a year
12. ‘Council’ means the elected and governing body of Local 095 that makes decisions on matters of general importance to the Local and is comprised of representatives from all chapters
13. ‘Council Alternate’ means Alternate Local 095 Council Representative
14. ‘Council Rep’ means Local 095 Council Representative
15. ‘EMAC’ means Employee Management Advisory Committee
16. ‘Ex-Officio’ means a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office. For Local 095 Ex-Officio refers to the Alternate PE Member, Communication Liaison and OH&S Liaison
17. ‘GSS’ means General Support Services
18. ‘Headquarters’ or ‘HQ’ mean AUPE Head Office in Edmonton
19. ‘Local’ means Local 095
20. ‘Local Executive’ means Chair, Vice Chair, Treasurer, Secretary and PE Member
21. ‘MSO’ means Membership Services Officer
22. ‘Officers’ mean Chair, Vice Chair, Secretary and Treasurer (or Secretary/Treasurer)
23. ‘OH&S Liaison’ means Local 095 Occupational Health & Safety Liaison
24. ‘PE Meeting’ means meeting of the Provincial Executive of AUPE
25. ‘PE Member’ means Provincial Executive Member
26. ‘Secretary’ means Local 095 Secretary
27. ‘Simple Majority Vote’ is a motion that is passed by at least 50%+1 of the votes cast
28. ‘Treasurer’ means Local 095 Treasurer
29. ‘Vice Chair’ means Local 095 Vice Chair
30. Purpose
31. Protects member’s rights through negotiating for wages and benefits.
32. Promotes a safe, fair and rewarding working environment.
33. Provides information advocates for member’s union education.
34. Builds a community based on principles of respect, democracy and open communication.
35. The Local Council follows the AUPE Constitution, the AUPE Policies and Procedures (AUPE P&P) and the Local 095 Policies and Procedures (P&P) Manual.
36. In the event of conflict between the provisions of any two the AUPE Constitution shall govern.
37. Where the guidelines laid out herein are silent, decision on remaining matters will be deferred to the Chair or designate.
38. As described in the AUPE Constitution, the Council can make alternate arrangements to conduct its business if approved by the AUPE Executive Committee.
39. There will be an annual review of the Local Policy and Procedure Manual by the Policies & Procedure Committee and be brought forward to Council for approval.
40. Any part of the Local Policy and Procedure Manual may be amended, replaced or repealed by a motion at a Council meeting and must be passed by a majority vote of not less than (2/3) of those council members present and voting. All amendments shall take effect immediately upon adoption otherwise specified.
41. Where these policies and procedure delegate power to make decision under any give section, the body to whom the power is delegated may make the decision by a simple majority of 50% + 1.
42. Every member has an obligation to comply with the Policy and Procedure Manual and conduct themselves in a manner that upholds the objectives and values of AUPE and to adhere to the Oath of Office. Members should use informal dispute resolution methods to resolve potential complains before making a formal complaint. Complaints alleging violations of the Policy and Procedure Manual can be made to the Local Executive pursuant to the AUPE Constitution.
43. GOVERNANCE AND ADMINISTRATION OF THE LOCAL
44. While administration of the Local and its Chapters complies with the AUPE Constitution motions are passed to streamline operations.
45. All meetings of Local 095 whether at a Chapter or Local level will be conducted in accordance with the AUPE Constitution and Rules of Order.
46. The Chair or designate is the only person authorized to speak on behalf of the Local.
47. The Executive Board shall consist of the Chair, Vice Chair, Treasurer, Secretary and the PE Member.
48. Ex-Officio’s shall consist of the Alternate PE Member, OH&S Liaison and Communication Liaison. They will have voice but no vote at Local Executive meetings when in attendance. These positions are elected at the Local AGM.
49. Local 095 business will be conducted at the Council meetings. There will be a minimum amount of six (6) meetings per year. Council is the governing body of the Local. The Local Executive is the governing body of the local between meetings.
50. Any poll of the Local Executive or resolution in writing resulting in agreement by at least three Executive Members is as valid as any decision made at a meeting. These decisions will be presented for review at the next Council meeting and will be noted in the minutes of the meeting.
51. Local 095 AGM shall take place in May of every year. The Local Executive shall decide the time and place of the meeting. Chapter AGM’s shall take place in February to April of each year, every effort shall be made by Chapter Chairs to coordinate dates with the Chair that allow one Chapter AGM per calendar day.
52. Local 095 Council consists of the Local Executive and Chapter Representatives (or their alternates) elected at the Chapter AGM’s or a by-election meeting. Any member of the Executive Board of a component who fails to attend three consecutive meetings of the component without just cause shall be deemed to have resigned.
53. Alternates shall attend Council meetings when a Local Council Representative is unable to attend. Alternates have the right to vote when replacing a Council Representative but cannot hold an elected council position. A Chapter General Meeting must be held to elect new Council Members when a permanent vacancy occurs. Alternates cannot automatically move up to be a Council Representative.
54. In an election year Local Executive at the Call of the Chair shall hold a half-day workshop for the newly elected Chapter Officers to go over and unify process.
55. Expenses for attending Council meetings are pre-approved by the Chair or designate, as in union paid time off, mileage, parking, accommodation etc. shall be submitted to the Treasurer to be reimbursed as per AUPE policy.
56. Upon leaving an elected position all belongings related to a position will be returned to the component including the email and bank account passwords.
57. When an issue of a time sensitive/urgent matter arises that requires an emergent motion the Chair or designate will call an ad hoc/emergency Local Council meeting that Council Reps can attend in person or via telephone townhall. Motions can be debated in person or via telephone townhall with the voting to be done either by email or text messages with the email address or telephone number that is registered with the Secretary.
58. OBSERVERS
59. Each Chapter may send a different member to one meeting up to six (6) times in a fiscal year to one Local Council meeting at the discretion of the Chapter Chair or designate and the Local Chair or designate with the exception of the Local AGM and Council meetings that are held outside of Calgary each year.
60. Special consideration shall be given to new members who at no time have been elected members.
61. The Observer may be a different Local Council Alternate or a member of the Local at large.
62. Observers attend at Local 095 expense.
63. Observers may have voice at the discretion of the Chair but no vote.
64. Observer requests to attend Local Council meetings must be submitted by the Chapter Chair or designate to the Local Chair or designate no later than two (2) weeks prior to a Local Council meeting.
65. RULES
66. The Chair may call general Council meetings at least six (6) times a year and meetings of the Local Executive from time to time as deemed necessary.
67. Council Representatives may request that the Chair call a general meeting.
68. General council meetings will not be held on Sundays.
69. The proposed agenda for general council meetings shall be set by the Chair and shall be sent by the Secretary to the Local Council two (2) weeks prior to the meeting.
70. The following provisions shall apply to the Local AGM:
    1. Agenda of Local AGM
    2. Written reports of Local Officers
    3. Minutes of last AGM
    4. A proposed annual budget to be adopted
    5. Convention delegates and alternates nominated at Chapter AGM’s must be elected
    6. In an election year the election of the Executive Board (Chair, Vice Chair, Secretary, Treasurer and Provincial Executive Representative)
    7. In an election year the election of the Ex-Officio positions of Alternate Provincial Executive Representative, OH&S Liaison, Communication Liaison and Local Committees
    8. In non-election years a by-election shall be held for any vacant council positions
71. The Secretary shall be responsible for keeping accurate minutes for all council meetings.
72. The Chair or designate will be responsible for arranging the meals for General Council meetings.
73. The following provisions shall apply to the Chapter AGM:
    * Agenda of the Chapter AGM
    * Written reports of Chapter Officers
    * Minutes of the last AGM
    * A proposed annual budget to be adopted
    * Nominees for Annual Convention delegates and alternates
    * A poster shall be circulated to the chapter members through e-mail and a post on a bulletin board seven calendar days prior to the set date stating meeting date, time and place
    * A poster can be mailed out by regular mail at chapter expense
    * Chapter Chair shall in a timely fashion inform the Chair and the assigned MSO of the set date
    * In an election year the election of the Executive Board (Chair, Vice Chair, Secretary-Treasurer, Council Representatives, Council Alternates and Area Council
    * In non-election years a by-election shall be held for any vacant council positions
74. All members are entitled, if regularly scheduled to work on the date of the Local Council meeting to have the date of the Local Council meeting off with the approval of the Chair with no loss of regular earnings.
75. All members are entitled, if regularly scheduled to work a 12-hour (or form of) night shift to have the shift immediately preceding and the shift immediately following the same Council meeting off with the approval of the Chair with no loss of regular earnings excluding an overtime shift.
76. No Local business-related documents shall be distributed at Local Council meetings without previous communication and approval of the Local Executive.
77. Meetings start and end on time. Speakers must be recognized by the meeting chair. The meetings shall adhere to the Statement of Equality and Rules of Order. Cell phones will be turned off or set on vibrate during meetings.
78. Confidential information includes but is not limited to:
    * Personal information about AUPE members (e.g. home address, phone number(s), personal relationships, medical information, information about employment record, finances, details about grievances, details that are covered by the Human Rights Code).
    * Information about AUPE business that may damage AUPE if others know it.
79. Breaches of confidentiality will be reviewed as per the AUPE Constitution (Article 29) by the Local Executive.
80. At any component meeting no proxy for voting or advanced voting is allowed.
81. Time Off Requests

All time off requests are to be submitted two to three weeks prior to the event unless otherwise requested by the employer to the Chapter Chair or designate on the pre-circulated form. These requests will then be forward to the Local Executive member designated to do the time offs.

1. COMPONENT OFFICERS ROLES AND RESPONSIBILITIES

8.1 Chair

1. Supervises the affairs of the local.
2. Educate and act as a mentor.
3. Shall make every effort to take outreach initiatives and connect with the local membership.
4. Is a second signing officer of the local.
5. Signs all official correspondence and contracts.
6. Can delegate work to the Local Executive but is ultimately responsible for the work.
7. Call meetings of the Local Executive and can call meetings of the Council as described in this P&P manual.
8. Facilitates and prepares agendas for council meetings and component executive meetings with input from other officers.
9. Presents an activity report since the last meeting.
10. Shall approve all time off submitted.
11. Keeps in touch with the Regional Office and AUPE Headquarters as resources in deal with important issues.
12. Is an ex-officio member of all Local Committees and has voice but no vote; can appoint a designate to attend meetings.
13. Can create ad-hoc committees to deal with one-time specific issues.
14. Provides interpretation of the AUPE Constitution as it relates to the affairs of the Local. This interpretation is final and binding on all affected parties unless and until reversed by the appropriate authority.
15. Any member of the Council may appeal to the President of AUPE who will render a decision within ten days of receipt of the appeal. The President’s decision is binding subject to the provisions of the AUPE Constitution.
16. Shall be a worksite contact.
17. Works closely with other members of the Local Executive.
18. After discussion with members of the Local Executive relay’s recommendations for Convention and Labour School to headquarters.
19. Can work up to the three days each month at local expense for Chair duties.
20. Receives external and AUPE headquarter correspondence and reads out at Council meetings as appropriate.
21. Shall maintain convention delegate list changes and hotel rooming list.
22. Is provided with the use of a laptop and memory stick for duties.
23. Attends the AUPE Convention as a delegate of right as per the AUPE Constitution.
24. Attends all AUPE Multi-Health Care Locals Meeting.

8.2 Vice Chair

1. Assists the Chair in the execution of the Chair’s duties and acts on the Chair’s behalf when so authorized and in the Chair’s absence.
2. Carries out duties assigned by the Chair.
3. Will be assigned to be the Local Executive Liaison for any Local Sub-Committee at the discretion of the Chair.
4. Can be a signing officer of the Local.
5. Shall be a worksite contact.
6. Works closely with other members of the Local Executive.
7. Will submit all time off requests for Local 095 activities. In case of a discrepancy the Vice Chair will confer with the Chair.
8. Is provided with the use of a laptop and memory stick for duties.
9. Attends all AUPE Multi-Health Care Locals Meeting.

8.3 Secretary

1. Is the Administrative Officer of the Local.
2. Is provided with the use of a laptop and memory stick for duties.
3. Can work one day each month at local expense for secretarial duties.
4. Can be a signing officer of the Local.
5. Completes routine correspondence on behalf of the Local with input from the Chair.
6. Communicates with Council Reps on behalf of the Local Executive.
7. Ensures that accurate minutes of all meetings of the Council and Local Executive are taken, transcribed and distributed as required, including the AGM minutes are sent to AUPE Headquarters.
8. Distributes draft Council minutes to Local Council within two weeks of the meeting.
9. Maintains a current Council membership list and other lists related the Local.
10. Helps prepare packages and documentation for AUPE Convention.
11. Informs AUPE Head Office, assigned Vice President, and the AUPE Calgary office secretaries of all Local and Chapter planned events, ex. BBQ’s, pizza info days, etc. with location, date and time of event.
12. Ensures that all duties and responsibilities of the Secretary as described in the Component Officer toolkit and carried out.
13. Shall be a worksite contact.
14. Works closely with other members of the Local Executive.
15. In case of a vacancy on the Local Executive will send out bios of interested candidates two weeks prior to elections.
16. Will be assigned to be the Local Executive Liaison for any Local Sub-Committee at the discretion of the Chair.
17. Responsible for ordering catering for all meetings.
18. Attends all AUPE Multi-Health Care Locals Meeting.

8.4 Treasurer

1. Is the Financial Officer of the Local.
2. Is Chair of the Finance Committee as per the AUPE Constitution.
3. Maintains/has custody of/is responsible for all Local financial and accounting records which are kept in a secure filing cabinet in the Local 095 office.
4. Prepares an annual financial statement of the affairs for the Local and provides it to the AUPE Executive Secretary-Treasurer for review or audit.
5. Prepares a draft annual budget in consultation with the Finance Committee and other Local Executive members for presentation to the Council AGM.
6. Can work up to three days each month in the Local Office at the expense of the Local to prepare financial statements, write cheques etc. Additional days can be granted with approval of the Chair.
7. Ensures that all disbursements are made by cheque whenever possible.
8. Is the principal signatory on all Local cheques except when there is a cheque written to the Treasurer it must have the signatures of two other signing authorities.
9. Ensures that no blank cheques are signed.
10. Presents a written financial statement at each Council meeting.
11. Ensures that financial records are kept for not less than three years and then are sent to Headquarters to be held four years until they are due to be destroyed.
12. Shall be a worksite contact.
13. Works closely with other members of the Local Executive.
14. Ensures that the approved Annual Budget for the Local is promptly forwarded to AUPE’s Executive Secretary-Treasurer.
15. Is provided with the use of a laptop and memory stick for duties.
16. Attends all AUPE Multi-Health Care Locals Meeting.

8.5 Union Steward

1. The Union Steward shall be the official representative of the union at the worksite.
2. Shall on request represent members in disciplinary matters or refer them to another Union Steward or a Union Representative.
3. Shall maintain all grievance files at the Steward place of residence. Upon ceasing to be a Steward shall submit all files to the Executive Secretary-Treasurer.
4. Shall be a worksite contact.
5. As per Article 18.02 (a) of the AUPE Constitution.

8.6 Worksite Contact

1. As per Article 18.02 (b) of the AUPE Constitution.

8.7 Council Representatives (Council Reps)

1. Represents the interests of 100 members of their Chapter at Council.
2. Attend the meetings of the component.
3. Shall be worksite contacts.
4. Shall work closely with the component.
5. Assist in events.
6. Attendance at an AUPE course or event during Council meetings will not be counted as a missed Council meeting.

8.8 Alternate Council Representatives (Council Alternate)

1. May replace a Council Rep at Council meetings.

8.9 Provincial Executive Member (PE Member)

1. Attends Provincial Executive (PE) meetings at AUPE expense.
2. Shall be elected in an election year.
3. After consultation with Chair provide a written summary report once a year to the President and PE about the operations of the Local.
4. Meets with the Local Executive between PE meetings regarding PE issues.
5. Provides a written report at Council meetings regarding PE.
6. Attends the AUPE Convention as a delegate of right.
7. Represents the interests of all members of AUPE.
8. Presents any concerns of the Local to PE.
9. Presents recommendations for constitutional changes to PE between Conventions.
10. Shall be a worksite contact.
11. Is provided with the use of a laptop and memory stick for duties.
12. Works closely with other members of the Local Executive.
13. Attends all AUPE Multi-Health Care Locals Meeting.

8.10 Alternate Provincial Executive Member (Alternate PE Member)

This function may be rotated among the Local Executive. If it is an elected individual the following will apply:

1. Attends all PE meetings with permission of the Chair at Local expense and the President of AUPE.
2. Shall assist the PE Member with writing the written report for Council meetings.
3. Acts with voice and vote in the absence of the PE Member at PE, Council meetings and Convention.
4. In the event that both the PE Member and Alternate PE Member are unable to attend a PE meeting, a member of the Local Executive with notification to the President can attend with both voice and vote.
5. Shall be a worksite contact.
6. Works closely with other members of the Local Executive.

8.11 Communication Liaison

1. Maintains the Local 095 website.
2. Updates and maintains the Local 095 Facebook page.
3. Shall assist with posters for Local and Chapters AGMs and events.
4. Shall be a worksite contact.
5. Responds to emails from Local 095 members in consultation with the Local Executive with regards to website and Facebook page updates.
6. Works closely with other members of the Local Executive.
7. Is provided with the use of a laptop and memory stick for duties.

8.12 Occupational Health & Safety (OH&S) Liaison

1. Shall be a member of the Local OH&S Sub-Committee.
2. Reports in writing at every council meeting.
3. Report in writing at least once per year to the Occupational Health and Safety Standing Committee, the health and safety concerns of the local.
4. Shall be a worksite contact.
5. Shall have taken the first level of the AUPE OH&S education courses.
6. Plan to complete the remaining AUPE OH&S courses over the two-year period of their term.
7. As per the Article 18.01 (J) of the AUPE Constitution.
8. Shall be responsible to identify JWHS sites and contact lists.
9. Promote OH&S education

8.13 All Members of the Local Executive & Ex-Officio Members will:

1. Serve as ad hoc members of one or more of the Local Committees with the exception of the Finance Committee which must be chaired by the Treasurer.
2. Serve as mentors.
   1. Local Chief Steward
3. Shall be elected from the local Stewards list.
4. Shall be the chair of the Local 95 Stewards Committee.
5. Reports in writing at every council meeting.
6. Shall be a worksite contact.
7. Shall be an active union Steward.
8. May attend local council meetings.

9. REIMBURSEMENT OF EXPENSES

9.1 Expense Claims

1. The Chair can approve the payment of out-of-pocket expenses for Council Reps and Local Executive members with the exception of the Chair whose out-of-pocket expenses are to be approved by the Treasurer.
2. Any Council Rep can request reimbursement for expenses by submitting a completed AUPE Member Expense Claim Form to the Treasurer within 60 days of the expense being incurred. All claims must include an original signature, date, details of the expense incurred. Cheques will be issued by the Treasurer within fifteen business days of the submitted date. Additional information can be requested by the Treasurer. All expense cheques issued by the union shall be cashed within 90 days of receipt.

9.2 Transportation

1. Where a member is required to use their vehicle for union business a mileage allowance shall be paid in accordance with the AUPE guidelines. Google maps mileage will be used in all cases for mileage via the most direct route, within city limits and surrounding from the members home to the office. Extra kilometers require an explanation.
2. In cases of extreme extenuating circumstances, the Local Executive will review written requests for amounts not covered in the Travel and Subsistence Regulations printed on the Member Expense Claim Form. Any such request will be considered on a case-by-case basis and there is no obligation for the Local Executive to approve the request. The decision of the Local Executive is final.
3. Where members travel by air, economy air fare will be paid, plus transportation to and from the airports plus parking fees if their vehicle is parked at the airport. Members are encouraged to use the least expensive mode of transportation (applicable to bus travel as well).
4. Members are encouraged to carpool.
5. All claims for tax, air and bus fares must be accompanied by a receipt.
6. All travel on union business must be pre-authorized by the Chair or their designate. Unauthorized travel and/or stopovers will not be reimbursed.

9.3 Accommodation and Subsistence Rates

1. Accommodations in conjunction with AUPE Policy #5-18:
   1. Accommodation for all Local 095 members may be arranged at the approval of the Chair.
   2. Members may be expected pay for their hotel accommodation and claim this expense on their expense claim for with the receipt attached.
   3. When a member is away from their regular domicile, they are to stay in mid-range hotels. $50.00 per night can be claimed for accommodation without a receipt as per the AUPE Expense Claim Form.
   4. Rooms arranged and/or paid for by the Local (convention, seminars, conferences, retreats, council meetings) are booked on a shared basis.
   5. Unless previously approved by the Chair members must reside 150km or more away from even location in order to qualify for reimbursement of an accommodation expense.
   6. If you have a medical condition that requires you to have a single room, you will have to provide a medical certificate every two year.
2. Subsistence in conjunction with AUPE Policy #5-19:
   1. Where a member is away from his/her home location he/she is entitled to reimbursement without receipts for the costs incurred for meals at the approved AUPE rates:
      * Breakfast: $12.00 (if departure is earlier or return is later than 7:30am)
      * Lunch: $14.00 (if departure is earlier or return is later than 1:00pm)
      * Dinner: $25.00 (if departure is earlier or return is later than 6:30pm)
   2. Meal expenses are not to be claimed in those cases where the meal is provided at union expense except under special circumstances and at the approval of the Chair.
3. Child Care in conjunction with AUPE Policy #5-20 for children ages 0 to 12:
   1. AUPE members when attending any union function are to be reimbursed for childcare expenses at the rate of up to $15.00 per hour to a maximum of $195.00 per day for the first child and up to $3.00 per hour for each additional child to a maximum of $39.00 per day per child. For unlicensed care givers at the rate of up to $10.00 per hour to a maximum of $100.00 day for all children.
   2. All claims for reimbursement must be accompanied by a signed receipt.
   3. Reimbursement will not be made for:
      * Childcare expenses that would have been incurred had the member been performing their normal work that day.
      * Childcare that would not normally have been paid (e.g. spouse).
      * For in-town delegates after the meeting and/or associated function has concluded.
      * Childcare expenses for children above the age of 12.
      * Upon pre-approval exceptions may apply.
   4. The union reserves the right to examine any and all claims with respect to this guideline.
4. Incidental Expenses in conjunction with AUPE Policy # 5-21
   1. Members can claim $10.00 within the borders of Alberta and $15.00 outside of Alberta for each overnight stay to cover incidental expenses such as gratuities, hospitality, laundry, dry cleaning and newspapers etc. while away from home on union business.

9.4 AUPE Convention Per Diem

1. AUPE provides a cheque to all members attending the annual AUPE convention.
2. No reimbursement shall be made for any expense incurred where the appropriate prior authorization has not been obtained by the Local Executive.
3. Any inquiries regarding expense claims shall be directed to the Treasurer.
4. Any disputes regarding expense claims shall be directed to the Local Executive.
5. All convention related mileage expenses shall be submitted to HQ.

9.5 Honorariums

The positions of Council Reps and Local Executive members are non-salaried positions. The following annual honorarium shall be paid to the positions listed below based on attending any meetings required to fulfill their position, the honorarium will be calculated as a ratio of meetings attended vs. meetings called to paid at the Local AGM. Meetings that are missed with proper regrets will not detract from the honorarium. If officers do not serve full terms, they are issued a cheque for the months they served. Combined positions (i.e., Chapter Secretary/Treasurer) will receive one honorarium. T4s will be issued for the honorariums.

|  |  |
| --- | --- |
| Position | Amount |
| Local Chair | $3,000  ($250/month) |
| Local Vice Chair | $2,520  ($210/month) |
| Local Secretary | $2,520  ($210/month) |
| Local Treasurer | $2,520  ($210/month) |
| Local PE Representative | $2,520  ($210/month) |
| Local Ex-Officios:   * Communication Liaison * OH&S Liaison * Alt-PE Representative * Chief Steward | $1,500  ($125/month) |
| Chapter Officers:   * Chair * Vice Chair * Secretary * Treasurer or Secretary/Treasurer | $300  ($25/month) |
| Local Council Representatives | $150  ($12.50/month) |

9.6 Cell Phones for Local Executive

The Chair, Vice Chair, Treasurer, Secretary and PE Representative shall be eligible to be reimbursed for their monthly cell phone plan charges not to exceed $50.00.

9.7 Above and Beyond Award

The purpose of this award is to recognize and show appreciation for the hard work done for AUPE by active Local members up to 11 recipients per year. The recipient is chosen by the Local Executive. Suggestions can be submitted to the Local Executive through the application form. The award will be presented at a Council meeting and is limited to $50.00.

9.8 Chapter Time Off and Mileage

Time off and incurred mileage for union business are paid at Local 095 expense up to six (6) times per fiscal year (July 1 to I 30) for Chapter Events and/or Meetings.

Incurred mileage for union business means over and above a member’s regular commute to and from work.

10. FINANCIAL MANAGEMENT

10.1 Fiscal Year

The fiscal year is the same as AUPE – July 1 to I 30.

10.2 Local Bank Account

The Local will maintain a bank account for Local business.

10.3 Local Budget

The Local budget will include such items as:

1. Office expenses for the Local office including equipment, supplies etc.
2. Meeting expenses including items on the AUPE Member Expense Claim form and also bad-weather lay-over expenses for extreme extenuating circumstances.
3. Expenses for each Chapter to bring an observer to a Council meeting twice a year.
4. Financial support for candidates for positions at Convention.
5. All honorariums and union-related duty expenses.
6. Retirement gifts.
7. AUPE education/conferences for members not covered by Headquarters, Stewards Day and Local Council Retreat.
8. At least one social function per year will be at Local Expense.
9. Children’s Christmas party and Adult Christmas party.
10. Mileage will be paid if required to do union business when travelling from your employment or your home at the approval of the Chair and Treasurer (destination to and from must be put on expense claim).
11. Other items as approved by Council.

10.4 Retirement Gift

Every retiree on Local 095 upon notification of retirement by the Chapter Chair to the Local Chair three weeks prior to the next Council meeting will be invited by the Local Chair to attend the Council meeting and receive a watch valued at approximately $100.00.

10.5 Bursary

Local 095 will issue a cheque in the amount of $1,500 to the Members Benefits Committee for a bursary to be awarded to a Local 095 member on a yearly basis. The cheque is to be issued prior to May of every year.

10.6 Bereavement

When a member of Local 095 passes away the Local will purchase card of sympathy and a $100 gift card to be given to their family by the members Chapter Chair.

10.7 Applications for Funding

1. Any application to attend AUPE events over and above the allotment paid for by Headquarters must be voted on by Council.
2. Applications to attend AUPE courses (other than those offered by Headquarters) or events will be reviewed by the Chair in conjunction with the Local Executive.

10.8 Discretionary Spending Authority of the Chair

The Chair has discretionary emergency spending authority for up to $1,000.00. Any such expenditure shall be communicated to the Local Executive. The details of any such expenditure is to be reported to Council at the next meeting.

10.9 Signing Officers

1. The signing officers are the Treasurer and other member(s) of the Local Executive.
2. Two signatures are needed for all cheques except when a cheque is written to the Treasurer which must have the signatures of two other signing authorities.

10.10 Disbursements to Chapters

1. Monies will be retained in the Local bank account for Chapter expenses, meeting space rentals and other authorized Chapter expenses.
2. The Treasurer along with the Finance Committee will ensure that Chapter budgets are approved to reflect equality per member. Chapters with 500 or less members will receive an annual budget of $5,500 regardless of the actual number of members in the Chapter. Chapters with over 500 members will receive funding of $11.00 per member.
3. Each Chapter has the discretion budget for cards, flowers, fruit baskets, illness, bereavement etc.
4. Chapter funding will not exceed the Chapter budget approved by Council. If more funds are needed it requires prior approval by the Chair and Treasurer, but Chapters must stick to the allocated budget.
5. Chapter funds will be disbursed in accordance with the Chapter budget that has been approved by Council.
6. Chapter Executive will have flexibility regarding the use of Chapter funds and disbursements will be reported at the Chapter AGM.
7. Approved disbursements and reimbursements will be made by the Treasurer.
8. Any expense to be charged back to the Local must be submitted to the Treasurer for prior authorization/recommendation to the Chair.
9. Local 095 will cover meals for Chapter meetings up to three (3) times per fiscal year. Meals may be ordered by the Chapter Chair or designate or as per the AUPE Policy for meals excluding Chapter AGMs.

10.11 Procedures for Chapter Treasurers

1. General
   1. To ensure that expense forms with original or copies of the receipts attached are submitted to the Chapter Treasurer for all outgoing monies.
   2. Chapters applying for reimbursement of approved expenses to be paid by the Local must submit a signed expense claim to the Treasurer.
   3. Chapters must obtain approval from the Treasurer before any order or purchase is made on any item that is not included in the approved Chapter budget.
   4. No cash advances at the Chapter level without authorization from the Chair.
   5. Any advances which are received by the Chapter must be accounted for by submitting a receipt.
   6. No pre-signed cheques.
   7. The Chapter Treasurer is the principal signatory on Chapter cheques except when there is a cheque written to the Chapter Treasurer that must have the signatures of two other signing authorities.
   8. A copy of the minutes of the Chapter meeting or Chapter Executive meeting documenting decisions regarding financial expenditures or planning of an event will be forwarded to the Local office for filing.
   9. A summary per Chapter event held will be included with the Chapter financial expenses to be audited/submitted annually to the Chair showing expenses for refreshments, food, door prizes, venues, a list of door prize winners etc.
   10. All prizes and gift cards shall be signed for by the receiving person.
2. Ledger
   1. Used for documenting all financial transactions.
   2. Reconcile each monthly statement.
3. Audit
   1. The fiscal year is July 1 to I 30.
   2. The Treasurer asks for the Chapter’s financial information for the annual audit and requires the following to be submitted to the local twice a year for auditing purposes on or before January 30th and on or before July 30th.
      * Updated ledger.
      * All bank statements pertaining to the fiscal year.
      * All expense forms with original receipts attached.
      * The recipient’s name for any gifts / door prizes that were given.

10.12 Motions with Financial Implications

1. If a motion is to be brought forward to Local Council that has financial implications the motion is to be submitted to the Local Executive (Chair, Vice Chair, Secretary, Treasurer and PE Rep).
2. The Treasurer will bring the motion to the next scheduled Finance Committee meeting for the committee to review and determine which portion of the budget the funds will come from.
3. If the request (motion) has not been budgeted for the Finance Committee will advise which portion of the Local 095 bank account, the funds will be pulled from.
4. Once the Finance Committee has made their determination the motion will be added to the agenda for the next scheduled Local Council meeting.

10.13 Gift Cards

1. Gift cards are considered cash thus Treasurer’s or designate are responsible for these cards. Each gift card needs to be signed for on a list with the name of the recipient, value of the gift card, and their signature.
2. Gift cards need to be distributed within a 12-month period from the date of purchase. Treasurer’s will document all gift cards that have not been distributed as part of their annual reporting and part of the chapter books.

11. NO POLITICAL AFFILIATION OR DONATIONS

The Council will not be affiliated with nor make donations to any political party.

12. BARGAINING

12.1 Local Negotiating Team Representative

As described in the AUPE Constitution:

1. The Negotiating Team Representative and Alternate(s) will be elected at a Council meeting at least six (6) months prior to the expiry date of the contract by and from the members of the bargaining unit who sit on Council.
2. The structure of the Negotiating Team will be determined as described in the AUPE Constitution Article number 16.03.
3. The Bargaining Representative and Alternate Bargaining Representative shall be elected positions. An election shall be held to fill a vacant position.

Bargaining Representative

An elected individual and the following will apply:

1. Attends all Bargaining meetings at AUPE expense.
2. Will provide a written report for Local Council meetings.
3. Acts with voice and vote at Bargaining meetings.
4. In the event that the Bargaining Representative is unable to attend the Bargaining meeting, the Alternate Bargaining Representative Member shall attend the meeting with voice and vote.
5. Shall be a member of Local Council.
6. Shall be available to answer questions from Members and to Local Council.
7. Works closely with members of the Local Executive.
8. Shall be the Chair of the Local Bargaining Committee.

Alternate Bargaining Representative

An elected individual and the following will apply:

1. Attends all Bargaining meetings at Local expense.
2. Shall assist the Bargaining Representative in writing the written report for Local Council meetings.
3. Acts with voice and vote in the absence of the Bargaining Representative at Bargaining meetings.
4. Shall be a member of Local Council.
5. Shall be available to answer questions from Members and to Local Council.
6. Works closely with members of the Local Executive.
7. Shall be the Vice-Chair of the Local Bargaining Committee.
8. A Ranked Alternate list will be created from the electoral candidates who will be invited to form the Bargaining Committee.

The ranking will be according to number of votes received during the Alternate Bargaining Representative voting. With the highest number of votes holding the highest ranking.

Ranked Alternate Bargaining Representative

NOT an elected individual and the following will apply:

In the event the Elected Bargaining Representative and/or the Alternate Bargaining Representative are unable to attend a meeting, the highest ranked available from the Ranked Alternates shall be requested to attend a Bargaining meeting.

1. As requested, attends a Bargaining meeting at Local expense.
2. As requested, shall assist in writing the written report for Local Council meetings.
3. As requested, acts with voice and NO vote in the absence of one of the Elected Bargaining Representatives at a Bargaining meeting.
4. As requested, acts with voice and vote in the absence of both Elected Bargaining Representatives at a Bargaining meeting.
5. Shall a member of Local Council.
6. Shall be available to answer questions from Members and to Local Council.
7. Works with the Bargaining Representatives.
8. Shall be a Member of the Local Bargaining Committee.
9. The Negotiating Team will receive input for bargaining, creating a communication plan for the round of bargaining and formulate recommendations with respect to the collective bargaining policy for the guidance of the Negotiating Team.
10. Work on a mobilization plan with the Local.

12.2 Information-Gathering

The Local Executive will ask for input form the membership of the Local prior to the start of bargaining. This will be done mainly by written surveys or information gathering meetings.

12.3 Decision-Making

1. The process for ratification of Tentative Agreements will be set by AUPE Edmonton.
2. Information meetings shall be at various sites as decided by the Negotiating Team, Local Executive and/or Chapter Chairs.

13. COMMITTEES

13.1 Committees

1. The following committees may be maintained by Local 095:
   * Policy & Procedure (P&P)
   * Finance
   * Social
   * Political Action and Anti-Privatization
   * OH&S
   * Pre-Convention Planning Committee
2. Other committees can be established with Council approval.
3. Committees will have a minimum of four (4) members up to maximum of nine (9) members except where representation from each Chapter is preferable and will strive for a balance of Chapter representation. Council Reps are eligible to serve on the Committees.
4. Committees will be governed by activity descriptions as approved by Council.
5. The Chair or their designate may authorize time off for committee meetings.
6. AUPE members may participate in the following employer committees:
   * Joint Workplace Health and Safety (JWHS)
   * Employee Management Advisory Committee (EMAC)
7. Anyone who is not a committee member will notify the Committee Chair in advance of planned attendance at a Committee meeting.
8. A member of the Local Executive will oversee each committee.
9. The Chair will be an ex-officio member of all Local Committees with voice but no vote.

13.2 Process for Handling Committee Recommendations

All recommendations submitted from the committees will be given due consideration and presented at a Council meeting with rationale from the committee of ‘concurrence or non-concurrence’.

13.3 Spending Authority

Committees must obtain Council approval before spending money, authorizing expenses, entering into contracts or committing the Council to any action. Local will pay mileage and meal expenses for sub-committee and committee meetings.

13.4 Policy and Procedure Committee

The Policy and Procedure Committee shall:

1. Advise on questions related to the constitution.
2. Review the Local policy and procedure manual after convention.
3. Assist the Chapters in the implementation of Local policies.
4. May meet on an as needed basis.

13.5 Finance Committee

The Finance Committee shall:

1. The Local Treasurer will serve as Chair.
2. Make recommendations to Council on budget and financial matters for the proper administration of Local finances.
3. Ensures that a proper and complete record of the financial affairs of the Local is accurately maintained at all times.
4. Present through its chair a proper annual budget to Local Council to approve at the AGM.
5. Make recommendations to Council with respect to methods of financing and investing the Local funds.
6. When items are referred by Council, make recommendations regarding the financial implications of the proposal.
7. Report regularly to Council through the chair.
8. Review and audit chapter financial books once a year in July dropped off in person to the Local Treasurer or designate.
9. Chapter books to be returned to Chapter Treasurers within 45 days from the drop off date.
10. Chapter membership numbers for the following year shall be released by February 1st of the current year by the Local Chair to the Chapter Chairs.
11. Propose a budget for educational opportunities for council members.

13.6 Political Action and Anti-Privatization Committee

The Political Action and Anti-Privatization Committee shall:

1. Local elects or appoints committee member(s).
2. Local decides the number of committee member(s).
3. Promote the education of members on anti-privatization.
4. Work on Local issues.
5. Communicate with Local Executive, Chapter Chairs and the Standing Committee.
6. Maintain communication with other committees.
7. To partake and participate in events involving Anti-Privatization in our Local as wells as our union at the approval of the Chair.
8. Take a leadership role – educate Local members.
9. Research Local issues.
10. Pass “global” issues on to the Standing Committee (i.e. advertising ideas).
11. Forward committee meeting minutes to the Standing Committee.
12. Report regularly to Council.
13. Shall meet at least four (4) times a year.

13.7 Social Committee

The Social Committee shall:

1. Plan the annual events including the Children’s Christmas Party and the Adult Christmas Party in communication with the Local Executive through the Local Executive Liaison.
2. Maintain a list of volunteers drawn from the membership.
3. Report regularly to Council.

13.8 Occupational Health and Safety Committee

Occupational Health and Safety Committee shall:

1. Be comprised of local council members, and the local liaison who shall serve as chair.
2. Review the practices and procedures relating to occupational health and safety of the local members.
3. Promote occupational health and safety education to local members.
4. Ensure local members are up to date with current occupational health and safety regulations.
5. Promote AUPE policies on health and safety.
6. Report regularly to council.
7. Participate in AUPE conferences related to occupational health and safety.
8. Meet at least four (4) times a year.

13.9 Pre-Convention Planning Committee

The Pre-Convention Planning Committee shall:

* + - 1. Organize a functional, interactive, informative and fun Pre-Convention meeting.
      2. Meet prior to convention to discuss the Pre-Convention meeting.
      3. Review comments from previous convention delegates.
      4. Produce presentation for meeting.
      5. Arrange delegate forum / bar pit on election years.
      6. Prepare written materials.
      7. Encourage participation and communicate expectations of convention delegates.
      8. Review the resolutions and identify key resolutions to review at the resolution meeting.

13.10 Local 95 Stewards committee

The Local 95 Stewards Committee shall:

1. Be comprised of local Stewards, and the local Chief Steward who shall serve as chair.
2. Shall elect a Vice chair, Treasurer and Secretary.
3. Review the practices and procedures relating to workplace issues of local members.
4. Promote Steward education to local members and other Stewards.
5. Ensure local members are up to date with current contact information of union Stewards.
6. Promote AUPE policies and encourage / mentor new union Stewards.
7. Chief Steward to report to local council in writing once per year, at the Local AGM.
8. Meet at least four (4) times a year inviting all local Stewards.
9. Shall invite the Local Chair or designate to attend all meetings.

14. LOCAL OFFICE

14.1 Keys

Five (5) keys for the AUPE shared office space are assigned to the Local Executive (Chair, Vice Chair, Treasurer, Secretary and PE Rep). An additional key is kept at the AUPE Calgary Office front desk.

15. LIFE MEMBERSHIP, RETIREMENT GIFTS AND BEREAVEMENT

15.1 Local 095 Life Membership

Shall be granted to members who have contributed in an exceptional and unique way to the operation of the local.

1. Nominations must be on the Local 095 Life Membership form and approved by the Local Executive.
2. All nominations must be processed through the Local Executive.
3. All nominations must be received by the Local Chair or designate at least ninety (90) days prior to the Local AGM so as to allow time for the Local Executive to deal with and if approved, make arrangements for official presentation at the Local AGM.
4. The Local Executive will be responsible for review each application. They will make a decision on all applications and inform Local Council.
5. Once final disposition by the Local Executive has been made, the Local Chair or designate will advise the Nominator, Local Council and Chapter of the results of the nomination.
6. New Local 095 Life Members will be invited to the Local AGM for presentation of the Local Life Membership.
7. New Local Life Member and one guest shall be invited by the Local Chair or designate to the Local AGM. New Local Life Members will be provided with a meal and hotel accommodation on a double occupancy basis for one (1) night at the Local expense for the social event if applicable. All other costs associated with the event such as travel will be at the New Local Life Members expense.
8. Local Life Members may be guests at Local functions.

15.2 AUPE Life Membership

AUPE Lifetime members from Local 095 may have some convention expenses (those not covered by Head Office) covered by the Local with prior authorization.

15.3 Retirement Gifts

1. Local 095 shall provide a retirement gift (gift card) up to $100.00 per Local 095 retiring member(s) that have served on Local Council or their Chapter Executive with a minimum of ten (10) years membership within current year of retirement.
2. Chapters shall provide a retirement gift (gift card) up to $100.00 at Local expense per Chapter retiring member(s) that has NOT served on Local Council or their Chapter Executive. Members must have a minimum of ten (10) years membership within current year of retirement.
3. Upon receiving the completed Retiring Members Notification Form by email from the Chapter Chair to the Local Chair three (3) weeks prior to the next scheduled local council meeting stating the following:

• Members first and last name

• Member Number

• Chapter

• AUPE start date and end date of membership

• Personal email address

• Telephone Number

1. An invitation will be sent to the retired member by the Local Chair or their designate. The retirement gift will be presented to the retiring member at an upcoming Local 095 Council meeting. If the member is not able to attend the Local Council meeting the gift will be given to the Chapter Chair to deliver to the retiring member or it will be sent by mail.

16. CONVENTION

16.1 Support for Candidates

Council may provide equal financial support for candidates from Local 095 running for positions at convention. Such campaign donations will not exceed $1,000 per candidate.

16.2 Financial Items for Convention

1. Delegates & PE: Meals and $10.00 per diem from AUPE HQ.
2. Observers – paid by Local: Meals, accommodation (double) and AUPE per diem
3. Standing Committees – all expenses paid by Head Office.

16.3 Expectations and Guidelines for Convention Delegates

1. Expectations and consequences of inappropriate behavior (Code of Conduct) at convention will be outlined at the Chapter AGM’s prior to nominations to convention.
2. Convention delegates are expected to attend a Resolutions Meeting to go over the resolutions and new policies being presented on the convention floor from the AUPE convention package. This will be called approximately ten (10) days prior to convention.
3. As each Delegate is representing 100 members, they are expected to be in attendance and on time at all convention sessions, with any breaks kept to a minimum during the proceedings (i.e. smoke breaks, or hotel check-out should be done prior to the AM session on the last day, if possible).
4. Delegate status may be denied to a nominee for one (1) year if one of the following applies:
   * Previous lack of attendance at convention sessions.
   * Departure prior to end of proceeding without valid reason.
   * Concerns of inappropriate behavior brought to the attention of the Local Executive by another Local or by AUPE Head Office.
5. The decision to deny nominee status for the following one (1) year will be made by at least three (3) members of the Local Executive and the Chapter Chair after discussion with the member involved and conveyed to the member in question with rationale.

17. CONFERENCES / AWARDS

1. The Local will send the OH&S Liaison and another member to the annual Alberta Health and Safety Conference at local expense in the estimated amount of $3,000 for two members.
2. Local 095 sends one female member every year to the Prairie School for Union Women at Local 095 cost. The cost is estimated at $3,700 and would cover the following:

* Registration Fees
* Airfare to and from Saskatoon
* Two nights of accommodation
* Breakfast x 2
* Lunch x 2
* Dinner x 2
* Time Off (approximately five days)

1. The Local may send six (6) members at local expense to the annual Day of Mourning Ceremony held in April each year in Edmonton, when a Local 095 member is the recipient of the Rolyn Sumlak award.
2. The Local may send six (6) members at local expense to the award ceremonies when a Local 095 member is the recipient of an AUPE award. The awards are:

* Dove Award
* Eco-Star Award
* RALY (Recognition of Activism Leadership for Youth Award)

18. CONTACT WITH MEDIA

1. The AUPE President is the chief spokesperson for AUPE.
2. Members of Council must refer all approaches by the media to the Local Chair, Local Vice-Chair, Chapter Chairs, or to the AUPE Staff Representative.

19. PRIORITY

If there is a conflict the order of priority will be:

1. AUPE Constitution
2. AUPE Policies and Procedures
3. Local Council Policies and Procedures Manual

All of these are binding on the Local 095 members (Local Council, Local Executive, Chapter Executive and Local Committees).

20. AMENDING LOCAL 095 POLICIES & PROCEDURES MANUAL

1. Council can amend the Policies and Procedures Manual by simple majority vote.
2. All proposed changes will be provided with Council agenda.
3. Chapters will review and provide feedback on proposed changes.

21. LOCAL 095 FACEBOOK GROUP

AUPE’s Statement of Equality governs the comments and interactions between people on AUPE Local 095’s Facebook page. Every individual has the right to contribute to the conversation. These conversations will be respectful of others political affiliation, race, gender, sexuality, ethnicity and occupation. Discriminatory or hateful comments, harassment and profanity will not be tolerated. Posts that fall in these categories will be deleted without notice.

Some types of comments have consequences for members of our community:

* Personal attacks on other participants on the page, fellow members and citizens, or on public figures are not tolerated. Personal attacks are defined as comments that use abusive remarks on or relating to one’s person instead of debating that person’s claims or comments. Any post containing a personal attach will be deleted without notice.
* Hate speech is not tolerated. Hate speech is defined as comments that attack a person or group on the basis of attributes such as race, gender, sexuality, ethnicity, or occupation. Any post containing hate speech will be deleted without notice.
* Spamming is not tolerated. Spamming is defined as sending the same or similar message indiscriminately. Any spam posts will be deleted without notice.

Community members who post personal attacks, hate speech or spam will have their posting privileges revoked for a specified period of time:

* First instance: Three (3) days
* Second instance: Fourteen (14) days
* Third instance: Permanent ban
* Exception: Spammed hate speech or personal attacks will lead to an instant permanent ban

Anyone whose posting privileges are revoked will be informed by AUPE Local 095 Executive as to which part of this guideline they broke and the length of time their posting privileges are suspended. The number of infractions will be reported at a Local Council meeting as part of the Communication Liaison report with no names to be included.

22. LOCAL 095 CHAPTER STRUCTURE

|  |  |
| --- | --- |
| 1 | FMC and Calgary Cancer Centre  (East Lake and Central Pharmacy) |
| 4 | Alberta Children’s Hospital |
| 5 | South Health Campus |
| 6 | Community  (Acadia, Adult Addiction Services &Corrections, Airdrie Health Ctr, AMHB Airdrie Cochrane, AMHB NW Clinic, Bridgeland Calgary, Calgary Addictions Services, Calgary Corrections Ctr, Calgary Diversion Services, Calgary Laboratory Services, Calgary Remand Ctr, Centre 15, Centre 70, Chestermere, CHR Records, Cochrane Community Health Ctr, Distress Ctr, East Calgary Health Ctr, East Health Community Ctr, EMS Headquarters, Fanning Ctr, Health Science Ctr, Holy Cross Ambulatory Ctr, Holy Cross Site 1&2, North East Clinic, North Hill Community Ctr, Northwest Ctr 1, NW CHC Ranchlands, Opioid Dependency Program, Renfrew Recovery Ctr, Richmond Road Diagnostic Treatment Ctr, Shaganappi Complex, Sheldon Chumir Health Ctr, South Link Health Ctr, South Tower, Southern AB Forensic Psych Ctr, STD Clinic, Sunridge family Med Teach Ctr, Sunridge Medical Gallery, Sunridge Professional Building, Sunridge Retail Ctr, Transportation CHR Patients, Thornhill Community Health Ctr, Village Square Community Health, Young Addictions Services) |
| 7 | Rural  (High River, Black Diamond, Okotoks, Strathmore & Canmore Mental Health, High River and Black Diamond Community Clinics, Okotoks Health and Wellness Centre, Canmore Hospital, Strathmore Hospital and High River Hospital) |
| 8 | IT Calgary Zone |
| 9 | Southport  (Southport Tower and Atrium, Southland Crossing and South Calgary Health Centre) |
| 10 | Rockyview General Hospital |
| 11 | Peter Lougheed Centre |