

THE ALBERTA UNION OF PROVINCIAL EMPLOYEES

LOCAL 048

CONTINUING CARE - SEPARATE EMPLOYERS/SOUTH

DATE: March 24, 2017

POLICY 1 - LOCAL FUNCTION

Local 048 shall not be required to hold general membership meetings, and all business of the Local shall be transacted by the Local Council.

- 1.1 The Chair shall call meetings of the Local Council at least three (3) times a year, and one (1) such meeting shall be the Annual General Meeting of the Local Council. The Annual General Meeting of the Local shall be held not later than the 31st day of May.
- 1.2 The Annual General Meeting of the Local:
 - (A) shall receive the written reports of the Local Officers;
 - (B) shall receive the proposed budget for the following year, and may amend such budget but shall adopt a budget;
 - (C) shall, in an election year, elect a Finance Committee from amongst its members;
 - (D) shall elect delegates to the Union Convention for nominees, nominated at Chapter level;
 - (E) may conduct such other business as is necessary for the good order and welfare of the Local;
 - (F) shall, in an election year, elect the Local Executive Board consisting of the Chair, Vice-Chair, Treasurer, Secretary, and Provincial Executive member. All Executive members shall be elected by a majority vote (50% plus 1) of the Local's members present and voting at the election Annual General Meeting;
 - (G) shall, in an election year, elect one voting alternate to the Provincial Executive to fulfill the duties of the Provincial Executive member in that member's absence, but such alternate shall be ineligible to hold elected Provincial Executive positions.
- 1.3 Quorum for Council meetings shall be fifty percent plus one (50% +1) of the members of Council. In the event that a quorum is not in attendance at a meeting, the meeting shall be deemed to be adjourned for at least seven (7) days to any time or place. Five (5) days' notice of such adjourned meeting and the business to be transacted shall be

given to the members by the Secretary. Once the time and notice requirements are met, the reconvened meeting shall be competent to transact business even though there may be no quorum present.

- 1.4 There may be established such committees as are deemed necessary by either a Local Council Meeting or a Local Executive Board Meeting. The terms of reference of such committees shall be established by the convening meeting.
- 1.5 The quorum for meetings of the Local Committees shall be fifty percent plus one (50% +1) of its members.
- 1.6 The Local Council shall formulate policies for the guidance of the members of the Local and shall exercise executive and administrative control over the affairs of the Local.
- 1.7 The Local Council may propose and adopt resolutions or amendments to the Constitution for consideration by the Convention of the Union.
- 1.8 Where neither the Provincial Executive Committee member nor the alternate Executive Committee member are able to attend a Provincial Executive Committee meeting, the Local Executive Board may with notification to the President, designate an alternate to attend that Provincial Committee meeting only with full voice and vote.
- 1.9 Meetings

(A) Council Meetings

The next Local Council Meeting date shall be set prior to the conclusion of the current Council meeting.

No Local Council meeting shall be scheduled without all executive council members being available to attend.

50% plus 1 of the Local Executive must be present to hold a meeting of Local Council.

(B) Executive Committee Meetings

No Executive Committee Meeting shall be held without all Executive Committee members being present.

Executive Committee shall meet from time to time at the call of the Chair or upon request of the majority of the Executive Committee and within the week prior to each Council Meeting.

(C) Attendance

Council Representatives are expected to attend all Council Meetings. The Chair of Local 048 shall notify the affected Chapter Executives, in writing, in the event that their local council representative(s) failed to attend two (2) consecutive council meetings, without proper notification to the Local 048 Chair.

(D) Alternates

It is the responsibility of the Council Representative to contact both the Local Chair and Chapter Chairs that they shall be unable to attend. The Chapter Chair will notify the first Alternate of the meeting and the Local Chair will send an agenda of the meeting.

(E) The Local shall advise Headquarters of any changes in all Union Officers within 30 days of the change.

(F) Removal from Council

When a Council Representative has missed three (3) consecutive meetings and has failed to notify the chairperson of the Local of the intended absences, the Representative will be considered to have vacated their respective seat on Council.

In the event that a Council seat has been considered to have been vacated, the Chair of the Local Council will notify, in writing, the Chairperson of the respective Chapter which seat has been vacated and request that a new Representative be elected.

(G) Minutes Distribution

The Secretary of the Local Council will distribute typed minutes of Council Meetings to all Council Representatives and all Chapter Chairpersons 3 weeks prior to the next scheduled Local Meeting.

1.10 Committees

(A) Committees shall meet prior to the Local Council meeting following the Annual General Meeting.

(B) The Committee will submit a report to the Council at the following meeting.

(C) The Local Executive committee will meet the day before Convention.

POLICY 2 - RULES OF ORDER

DATE: Sept. 11, 2015

Meetings of the Local and its component parts shall be conducted with decorum in accordance with the following rules.

- 2.1 The Chair or, in the absence of the Chair the Vice-Chair, shall preside at the time specified at all regular and special meetings.
- 2.2 At the commencement of every meeting the agenda for the meeting shall be adopted.
- 2.3 By motion, the adopted agenda may be suspended or changed by a two-thirds (2/3) vote of those present and voting.
- 2.4 Every motion should be worded so as to propose an affirmative action.
- 2.5 Each motion, amendment or sub-amendment must be moved and seconded.
- 2.6 The Chair shall, upon request, have the motion under debate read.
- 2.7 All resolutions and motions shall, if requested by the Chair, be presented in writing.
- 2.8 A member having made a motion can withdraw it with the consent of the seconder if there is no objection.
- 2.9 A member shall indicate to the Chair their desire to speak or present a motion, but shall not proceed further until recognized by the Chair.
- 2.10 When recognized, a member shall state name and component before proceeding. Where the meeting is of such size or nature that the members are known to each other, the application of this rule may be waived.
- 2.11 A member shall speak only to the matter under debate.
- 2.12 No member, except the mover of a motion, shall speak for more than three (3) minutes at any one time or more than once on the same motion until all members wishing to speak have had an opportunity to do so. The Chair of a Committee may speak as required. Members may, with the permission of the Chair, be allowed further opportunity to speak. Such additional opportunity shall not automatically close debate. A member speaking to a motion may not move a subsequent motion during or at the conclusion of his speech. A member spoken to the main motion retains the right to move amendments or to speak to the amendments.

- 2.13 A member may only interrupt a meeting to speak on:
- (A) A Point of Order – when questioning the application of these rules and may interrupt another speaker.
 - (B) A Point of Privilege – when the rights or interests of the assembly or an individual are affected, but shall not interrupt another speaker.
 - (C) A Point of Information (Point of Inquiry) – when a member requires more information on the subject under debate, but shall not interrupt another speaker. The Chair may answer or direct or request another speaker to respond.
- 2.14 If a Point of Order is called, the member speaking shall cease debate until the Point is determined.
- 2.15 When the Chair feels that debate has been exhausted or when a pre-determined time limit is reached, the Chair shall put the question. When the Chair is unsure of the will of the meeting, the Chair shall test the floor. A test of the floor may be requested by any member and the Chair shall comply.
- 2.16 No member shall enter or leave a meeting during the taking of a vote or when the doors are closed by order of the Chair.
- 2.17 Questions shall normally be decided by a majority show of hands on the basis of one (1) vote for each member present and entitled to vote. In the event that the Chair cannot determine the outcome of a show of hands, the Chair shall direct that a standing vote be taken and counted. A member may request a standing vote. If ten percent (10%), of those present and entitled to vote stand to concur with the request, the Chair shall conduct a standing vote. Where a variance with a presiding vote on the motion, the result of a standing vote prevails.

The Chair or a member may request that a roll call vote be taken. If twenty percent (20%) of those present and entitled to vote, stand to concur, the Chair shall conduct a roll call vote. Where at variance with a preceding vote on the motion, the result of the roll call prevails.

A Member may, by motion, request a ballot be taken on the matter under consideration. The result of any ballot is final and binding.

On completion of any vote, the Chair shall declare the result, and in the case of a counted vote, shall state the numbers noting for and against. Unless these Policies state otherwise, all motions shall be decided by a simple majority (50% plus 1) of those entitled to vote and voting. Neither an abstention nor a spoiled ballot shall be counted in the number used to determine a majority. The number of abstentions and/or spoiled ballots may be counted and entered into the record.

A Request for a standing, roll call, or ballot vote shall be made preceding or immediately following the declaration of the vote.

Where 50% +1 is specified on the Policies to resolve a question, decide an election or establish a quorum, and where 50% does not result in a whole number, then the number shall be reduced to the nearest whole number before the addition of one(1).

- 2.18 The Chair shall not take part in debate nor vote, but may yield the Chair to another in order to speak on any motion or to introduce a motion.
- 2.19 In the event of a tie, a motion shall not prevail.
- 2.20 Notwithstanding Rule 2.18, the Chair of a Committee shall have the right to participate in discussion and vote on any motion.
- 2.21 When a motion has been properly moved and seconded, only the following motions, in the order listed, shall be in order:

		Debatable	Amendable
1.	To Adjourn	No	No
2.	To Recess (for a definite Time)	Yes	Yes
3.	To Challenge the ruling of the Chair	No	No
4.	To Refer or Defer	Yes	Yes
5.	To Stop Debate	No	No
6.	To Limit or Extend Debate	Yes	Yes
7.	To Divide or Amend	Yes	Yes
8.	To Table	No	No

- 2.22 A motion to adjourn the meeting shall always be in order except when a member has the floor or a vote is in progress. The motion must be seconded but is not debatable. The Chair shall indicate what business remains before taking the vote. A motion to adjourn having been put and lost cannot be raised again until some further business has been dealt with. A motion to adjourn which carries shall terminate the business of the meeting.
- 2.23 A motion to recess for a definite period of time (including to the next day) may be moved when it becomes necessary for a suspension of the proceedings. The motion must state the duration of the recess. The motion must be seconded and is debatable and may be amended as to time.
- 2.24 Notwithstanding Rule 2.23, the Chair, in the interest of maintaining decorum, shall have the right and responsibility to recess any meeting where, in the opinion of the Chair, the meeting is no longer under control.

- 2.25 A motion challenging the ruling of the Chair may be made when a member feels gravely wronged or believes that the ruling is a violation of procedure or that the best interests of the Union have not been served. The motion must be seconded and is not debatable or amendable. The challenged Chair shall yield the Chair to another Officer. The challenger shall briefly state the reasons for the challenge and the challenged Chair shall give the rationale for the ruling. The presiding Officer shall put the question to the floor in the form "Shall the Chair be sustained?" when the challenge is decided the Chair shall resume control of the meeting.
- 2.26 A motion to refer or defer shall be in order where it is necessary to obtain information, where action is required, or where more time to study is necessary before a decision can be made. A motion to refer to defer must be seconded and is debatable and amendable, as to advisability.

Referral shall be to:

- (A) an individual,
- (B) a committee, or
- (C) another source.

Individuals and committees to whom a referral is made may be directed to report back at a specified time.

Deferral shall be to later in the same meeting or to a subsequent meeting. Where a deferral is made to a subsequent time/meeting, the matter shall stand on the agenda for that time/meeting.

- 2.27 A motion to stop debate shall be stated in the form: "I move the motion be put." The motion must be seconded and is neither debatable nor amendable. If carried, the Chair shall immediately put the question on the motion, amendment or sub-amendment under debate.
- 2.28 A motion to limit debate may be used:
- (A) to limit the time allowed for each speaker,
 - (B) to set up a time for the question to be put, or
 - (C) to limit the number of speakers or pro and con speakers.

The motion must be seconded and is debatable and amendable.

A motion to extend debate is in order only where debate has been limited. The motion must be seconded and is debatable and amendable.

- 2.29 Motion to divide is in order only when the motion under consideration can be divided into independent motions. The motion must be seconded and is debatable and amendable.

A motion to amend shall be in order where it is necessary to modify the main motion. It shall be strictly relevant and shall not alter the intent of the main motion.

A sub-amendment shall be in order to modify an amendment, but shall not alter the intent of the amendment. No more than one amendment and one sub-amendment shall be in order at one time.

Amendments and sub-amendments must be seconded and are debatable but only an amendment is amendable.

- 2.30 A motion to table is in order where it is necessary to set aside the matter under discussion to deal with more urgent business or where it is not expedient to make a decision. The motion must be seconded and is not debatable or amendable. A tabled motion may be considered only after a motion to lift from the table has been properly moved, seconded and carried. The motion to lift from the table is neither debatable or amendable.

- 2.31 A motion to reconsider shall be in order where it is necessary to review a decision taken at that meeting. It cannot be used in the case of elections, or in the case of any action which has already been taken and cannot be reversed. A motion to reconsider must be moved and seconded by members who originally voted with the majority and requires a two-thirds (2/3) vote of those present and voting to pass and is debatable but not amendable.

- 2.32 A motion to rescind shall be in order where it is believed that a wrong decision has been taken or when the decision taken is no longer applicable. It cannot be used in the case of elections, or in the case of elections, or in the case of any action which has already been taken and cannot be reversed. A motion to rescind must be seconded and is debatable but not amendable and requires a two-thirds (2/3) vote of those present and voting to carry.

POLICY 3 – REPORTS

DATE: Sept. 11, 2015

3.1 Reports

- (A) Any Local member attending any event, at Local expense shall present a written or verbal report at the next Local Council meeting following the event.
- (B) At each Local Council Meeting the following must report Chair, Vice Chair, Secretary, Treasurer, Provincial Executive Representative, and Committee Chairs.

3.2 Agenda

The agenda will be distributed to Local Council members at the Local Council Meeting.

POLICY 4 - FINANCIAL

DATE: Sept. 11, 2015

Local Funds

(A) Deposit

- a. All Local funds shall, within thirty (30) days of receipt, be deposited to the credit of Local 048 into an approved financial institution in the province of Alberta. Approval of the financial institution shall be made by the Council of Local 048.
- b. Disbursement of funds shall be contingent upon recommendation of the Finance committee and approval of the local Council.
- c. Each year at the AGM a specified amount funds will be transferred from Local 048 to AUPE Benevolence Fund.

(B) Signatories

All funds of the Local shall be disbursed by cheque or other bill of exchange. All such cheques and Bills of Exchange shall be drawn on the account of the Local, and maintained by the Treasurer. All cheques shall be signed by the Treasurer, and one of the following the Chairperson, Vice Chairperson, or Secretary.

(C) Bonding

The Treasurer or Secretary/Treasurer of the Local shall be bonded in accordance with policy as adopted by the Provincial Executive.

(D) Donations

No donation shall be made from Local 048 funds unless it is to a registered charity and is approved by two-thirds (2/3) majority vote of all Local Council Members.

No commitment of Local funds shall be made at an Annual Convention. The matter shall be brought to the Finance Committee's attention and screened before presentation to Council with a recommendation.

(E) Grants-In-Aid

All requests for Grants-In-Aid from other Locals or Unions, forwarded by the Provincial AUPE Treasurer, shall be perused by the Finance Committee and presented to the Council with a recommendation.

(F) Financial Agreement Prohibited

No elected representative or member of a committee may lend, borrow, or similarly enter into financial agreement for personal gain with the Local or its committees.

(G) Chapter Funds

Funding for approved Chapter expenses shall be by written request **for advance or request for bill payment**. The following items apply for Chapter spending.

Postage, Stationary, and Supplies

Hall Rental for Meetings

Mileage for Out-of-Town Members attending meetings

Telephone calls for Union Business

Light refreshments for meetings

Any item relating to policy set by Local 048 Finance Committee.

No chapter shall open or maintain a bank account for Chapter funds.

4.2 Local Trustees

(A) Financial and Accounting Records

The Treasurer or his/her designee shall act as trustee for all funds of the Local and of all other assets of the Local. He/she shall administer them in accordance with the wishes of the Local Council and AUPE guidelines, and be responsible for all accounting and financial records of the Local.

The Finance Committee shall review all the accounting from the previous meeting, ensuring that all cancelled cheques, bank statements and other financing matters are accounted for.

(B) Disposal of Financial Records

Local Financial records requiring disposal shall be submitted to Headquarters on an annual basis for ultimate disposal as appropriate.

4.3 Membership

(A) Finance Committee

The Finance Committee shall be chaired by the Treasurer and the members of the committee shall be elected at the Local Annual General Meeting. The committee shall consist of three (3) council members and two (2) alternate Council members.

Quorum for any such meeting shall be three (3).

4.4 Audits and Financial Reports

(A) Annual review

When the Treasurer is advised by the Union Headquarters of the annual review for the Local books, he/she or his/her designee shall ensure delivery of the requested information as expeditiously as possible.

(B) Fiscal Year

The fiscal year shall end on the last day of June of each year.

(C) Financial Reports

A financial report shall be presented by the Treasurer or his/her designee at all regularly scheduled Council Meetings.

(D) Budget

- a. The Finance Committee shall prepare an annual budget for presentation and adoption at the Annual Meeting of the Local. This adopted budget may be revised at any time before the last day of October, with Council's agreement. The original adopted budget shall be promptly forwarded to the Executive Secretary/Treasurer of the Union no later than August 1st. Any revision shall also be promptly forwarded after acceptance by Council.
- b. A Chapter budget shall be assigned by the Treasurer at the Annual General Meeting of the Local.

(E) Approval for Expenditures

All purchases must be mandated and governed by duly passed motions of the Local Council to authorize spending within pre-set spending limits.

Where it becomes necessary for the Executive to make a decision regarding the expenditure of funds because of timeliness the decision of the executive will be placed before the Local at its next regularly scheduled meeting.

All purchases shall be properly itemized and include the necessary backup information and be kept as part of the finance records of the Local.

4.5 Financial Obligations for Travel and Subsistence

(A) Expense Claims

All expense claims shall be submitted directly to the Treasurer on the appropriate expense claim forms provided.

All expense claims shall be submitted to the Treasurer within fifteen (15) days of the expense being incurred.

(B) Travel and Subsistence Claims

The Local Chair shall be responsible for all travel and subsistence claims for any members going to a Convention, Seminar or other meeting approved by Council. The only exception to this is the AUPE Annual Convention.

Where prior approval of the Local Chair is not possible, approval shall be obtained from the Local Vice Chair or Treasurer.

- a. The expense claim form shall bear the claimant's signature and be accompanied by receipts and vouchers. Claims shall contain all substantiating information including dates, details of expenses incurred, explanations, etc.
- b. Reasonable advances on expenses to be accounted for in the usual manner are available upon request and subject to the approval of Treasurer. All travel advance requests be submitted two (2) weeks advanced.

4.06 Reimbursement of Salaries

- (A) A member who is on approved leave in order to carry out authorized union business shall have his/her salary, weekend premiums and shift differential reimbursed in accordance with his/her Collective Agreement.
- (B) Where a member receives authorization for a leave of absence, a copy of the time-off form shall be forwarded to the Local by AUPE for the member concerned.
- (C) All salaries reimbursed by the Local shall have prior approval of the Treasurer designee. All authorized leaves shall be processed through union Headquarters in accordance with established procedures.
- (D) If not covered by the Collective Agreement the Local shall reimburse the member for lost wages.

4.07 Accommodation

- (A) All members shall share accommodations where possible.
- (B) Direct billing of accommodations shall only be allowed when the Treasurer makes special arrangements with the hotel prior to the event.
- (C) All other accommodation expenses shall be paid by the member and claimed on the appropriate form. If this causes hardship, members should apply for a travel advance.
- (D) Members are encouraged to stay in hotels/motels recommended by the Union. Accommodations will be paid for mid-range hotels/motels up to and including an amount determined by the finance committee.

Note: Annual Convention and negotiation expenses are reimbursed by the AUPE Headquarters and as such may fall under different guidelines. Please check with Headquarters if you have any questions.

4.08 Meal Allowances While Traveling On Union Business

- (A) Where a member/representative is away from his/her home location, he/she is entitled to reimbursement for the costs incurred for meals, as per current member expense claim regulations.
- (B) Meals/expenses are not to be claimed in those cases where the meal is already provided at Union expense or when the member/representative is in his/her home location except under special circumstances which must be fully explained and approved by the Finance Committee.

4.09 Travel Expenses

- (A) A member representative shall be reimbursed for the actual cost incurred for travel by public transportation. Receipts must be attached to the expense claim form.
- (B) The cost incurred for travel by taxi must be receipted. These expenses may include the transportation to/from the airport for the intention of flying on Union business.
- (C) Where a member uses his/her private vehicle for traveling out of the city, he/she may claim for such travel as per AUPE Policy. The total mileage and destination points are to be indicated on the expense claim form.
- (D) Where a member uses his/her private vehicle for traveling on Union business he/she may also claim parking expenses for that vehicle. A request for expense reimbursement must be completed and receipts provided.
- (E) A member shall be reimbursed for air travel only with prior approval from the Treasurer but shall fly economy class and expense reimbursement must be completed and receipts provided.
- (F) No reimbursement shall be made for any expense incurred where the appropriate prior authorization has not been obtained.
- (G) Any inquiries as to expense claims shall be directed to the Treasurer.
- (H) Any disputes as to expense claims shall be directed to the Finance Committee

4.10 Extraordinary Expenses

Any claim for extraordinary or unusual expenses not otherwise provided for must be receipted and accompanied by full explanation and substantiating details. Such expenses must receive the prior authorization of the Treasurer before being incurred.

4.11 Personal Effects

No reimbursement shall be made for the loss or damage to personal effects or for other personal expenses unless approved by Council.

4.12 Authorized Travel

All travel on union business that is reimbursed by the Local shall be authorized by the Treasurer or Finance Committee. Expenses for unauthorized travel and/or stopovers shall not be reimbursed unless approved by the Treasurer or Finance Committee.

4.13 Expense Cheques

All expense cheques issued by the Local shall be cashed within thirty (30) days of receipt.

4.14 Gifts, Awards, & Presentations

(A) Chapters may request in writing a Gift for a Union member in good standing, in recognition for members who retire. Gift presentations shall be done by the Chapters. Gifts may be in the form of a cheque or gift certificate. The value of the gifts shall be \$ 15.00 per year of service, after 15 Years continuous service with AUPE.

(B) Chapters may request in writing a donation to a charitable organization, or cheque for a member who has suffered a personal loss / tragedy or has been ill for more than four (4) weeks. The amount shall not exceed \$75.00.

(C) Family members recognized by Local 048 shall include; Children and step Children, Spouse, including Common law and Same Sex, Siblings including Step Brother or Sister, Brother in law and Sister in law, Parents including Father in law and Mother in law, and Grand Parents and Grandchildren.

(D) In the event of a death of a Local 048 member in good standing with at least fifteen (15) years or more of service. The Local shall send a gift of \$250.00 to the family. The request must be made by the Chapter Chair or Chapter Secretary/ treasurer.

(E) When gift cards are given to members of a chapter by the Chapter Executive, they must all be the same amount.

(F) an out-going local executive will receive an honorarium of \$200 for every term served.

4.15 Financial obligations for the Local

(A) Postage

Prior approval of the Treasurer shall be obtained for component mail outs if costs exceed \$50.00

(B) Stationary and Supplies

The costs shall be reimbursed upon production of receipts.

4.16 Local 48 Assets

DATE 12 01 05

The Local Treasurer shall maintain an inventory of all equipment purchased by the Local and where it is located.

Equipment shall be returned to the Local upon completion of term(s) in office.

POLICY 5: GUESTS

DATE: 12 01 05

5.1 Guests to Council Meeting

All guests to Council, who will be making a request for support from the Council, will have the nature of their request published on the agenda, except in cases of extreme emergency.

5.02 Any member of Local 48 may attend Local Council meeting with the one week prior approval of the Local Chair.

Any Local member who attends Local Council meetings will do so at their own expense with no voice or vote.

POLICY 6 – CONVENTION

DATE: Sept. 11, 2015

- 6.01 Local may send and cover the expenses of 3 observers to Convention.
- 6.02 Local 048 will encourage the participation of Local members on the Convention committees, of Scrutineers and Sergeant of Arms, Convention Credentials.
- 6.03 Delegates are required to attend all Convention business, and shall sit in the designated Local 048 area. Delegates who do not attend all sessions of Convention, without approval of the Chair of the Local; shall be subject to corrective action.
- 6.04 Caucus at Affiliate Conventions

Any Local member attending a Affiliate Convention as an AUPE delegate shall, abide by the AUPE Policy 2-15 caucus at Affiliate Convention.

POLICY 7 – PROMOTIONAL PRODUCTS

DATE: Sept. 11, 2015

Any requests for AUPE promotional products received by Headquarters will be referred back to the Executive of Local 48.

Regardless of the actual size of a Chapter or the actual number of members who attend Chapter meetings and AGM's, Local 48 shall treat all Chapters in an equal manner in the number of promotional products supplied to the Chapter to use as give a ways for Chapter meetings, functions and AGM's.

Local 48 will supply to each Chapter door prizes for the Chapter AGM's, Meetings and social functions as requested and available.

POLICY 8 – SOCIAL GATHERINGS

DATE: Sept. 11, 2015

All proposals for Chapters such as Christmas parties and summers BBQ's must be submitted by the Chapter Executive to the Local Executive at least 6 weeks in advance of the event. Said proposal shall be submitted on the appropriate request form and shall include:

- i) Location (on or off site)
- ii) Number of members expected to attend
- iii) Members only or open to all employees.
- iv) Detailed costs
- v) Type of event
- vi) Plan for those members who are unable to attend due to work commitments.
- vii) Liquor will not be included at Local cost.

If proper forms are not submitted funds will be denied.

The Local Executive may refer to the Finance committee. All reasonable requests will not be denied. If a Chapter wishes the Local Executive or AUPE staff to attend they shall be invited at Local expense and must be included in the proposal.

POLICY 9 – Webpage Content and Submissions

In order to maintain communication within the Local, Local 48 shall maintain a webpage.

9.01 Webmaster

Local Council shall in an election year, appoint a local 048 member to the position of Webmaster. The webmaster will be responsible for data entry to the site and shall ensure submissions are to the Local and AUPE standards. The webmaster will not enter any submissions to the webpage without first having approval from the Chair of the Local.

9.02 Webpage Content and Submissions

Any submissions to the Local 48 Webpage **MUST** have the approval of the Chair / Executive of the Local prior to being included on the site.

Approved content may include but is not limited to the following;

- i) Chapter events and Meetings
- ii) Area Council Events
- iii) AGM information Chapter and Local
- iv) Local minutes
- v) Chapter minutes
- vi) Committee Reports
- vii) Executive contact information

Offensive content will not be permitted.