

GUIDELINES: STANDING COMMITTEES

2015 - 2016

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CUPE SASKATCHEWAN STRUCTURE

The Canadian Union of Public Employees (CUPE) is the largest union in Saskatchewan representing over 29,000 members.

As a member of CUPE, you are automatically a member of a CUPE local. There are more than 130 CUPE locals in Saskatchewan. Locals affiliate to CUPE Saskatchewan Division — the political and policy arm of CUPE in the province.

Union members make decisions, set policies and elect members to leadership positions.

Each CUPE local affiliated to CUPE Saskatchewan sends delegates to the CUPE Saskatchewan annual convention. At convention, members (delegates) are elected to leadership positions.

Table Officers (4) – President, Vice-President, Recording-Secretary, and Secretary-Treasurer. Positions are two-year terms elected on a rotating basis in even and odd years.

Table Officers are part of the Executive Board and have additional duties according to their position. See Article 8, *The CUPE Saskatchewan Constitution*.

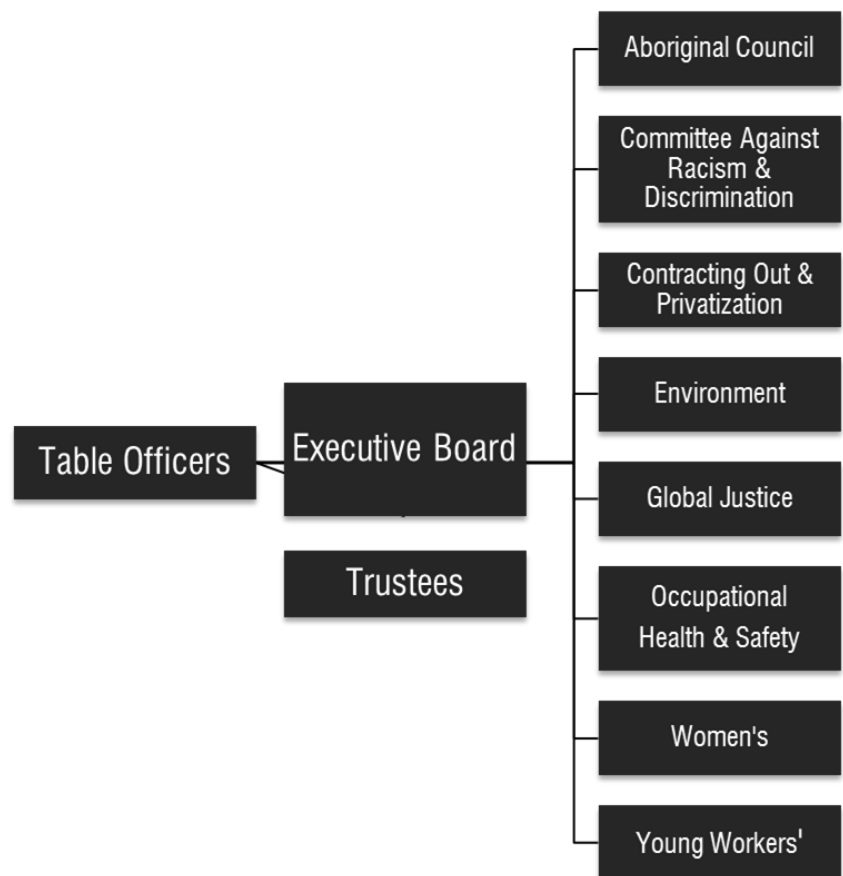
Executive Board (16) – Table Officers (4), Aboriginal Member, Diversity Member, Young Worker Member, Community Based Organizations Member, Education Member, Health Care Members (2), Library Member, Local 600 Member, Municipal Member, University Member, and Boards and Agencies Member. Positions are two-year terms elected on a rotating basis in even and odd years.

The Executive Board governs CUPE Saskatchewan between conventions and carries out the decisions made at the Annual Convention. See Article 8, *The CUPE Saskatchewan Constitution*.

Trustees (3) – Trustees act as internal auditors ensuring proper financial controls are in place and financial statements are accurate. Positions are three-year terms with one (1) elected at each Annual Convention. See Article 8, *CUPE Saskatchewan Constitution*.

Standing Committees – Each committee has three (3) members. In even years, two (2) members are elected at the Annual Convention. In odd years, one (1) member is appointed by the Executive Board. At any given time when a vacancy exists, appointments may be made. Elected members serve a two-year term. Appointed members serve a two-year term unless otherwise specified. Standing Committees advise the Executive Board. Each committee's objectives are identified in the constitution. See Appendix C, *The CUPE Saskatchewan Constitution*. (For Aboriginal Council Committee composition see Article 5, Section 9, *The CUPE Saskatchewan Constitution*)

STANDING COMMITTEES



TERMS OF REFERENCE

- (a) The purpose of all Standing Committees is to act as advisory bodies to the Executive Board.
- (b) All committees shall follow the goals and objectives set out in Appendix 'C' of *The CUPE Saskatchewan Constitution* and take direction from the Executive Board.
- (c) Resolutions from the Annual Convention may be referred to a committee. Consideration of the resolutions and a plan of action for satisfying these resolutions and/or any recommendation(s) for action(s) by the Executive Board shall be a priority for each committee.
- (d) All committees shall be accountable to the Executive Board and, ultimately, the Annual Convention. They shall provide regular reports to the Executive Board (through the Executive Board Liaison) and shall prepare a report for the Annual Convention.

COMMITTEE MEMBERSHIP

- (a) Each committee is comprised of three members. Elected committee members shall serve two-year terms; appointed committee members shall serve two-year terms unless otherwise specified. Elected member positions are elected in even-numbered years and appointments are made in odd-numbered years or at any time there is a vacancy.
- (b) Each committee must elect a chairperson.
- (c) Each committee must elect a member to take meeting minutes.
- (d) A member of the Executive Board shall act as a liaison to each committee. (*See roles of Standing Committee Members – Executive Board Liaison*)
- (e) A CUPE National Staff may act as an advisor to a committee. (*See roles of Standing Committee Members – Staff Advisor*)
- (f) Table Officers of CUPE Saskatchewan shall be ex officio members of all committees.

MEETINGS AND OPERATIONS

NUMBER OF MEETINGS

- (a) Committees will meet up to a maximum of four (4) times per calendar year.

MEETING NOTICES AND LOCATION

- (b) Meetings shall be called through the CUPE Saskatchewan Office (on behalf of the CUPE Saskatchewan Recording Secretary). All meeting dates and locations shall be communicated to the CUPE Saskatchewan Office in advance of the planned meeting date.
- (c) The location of committee meetings shall be selected in compliance with the expense policy and in consideration of what would achieve economy (to reduce committee expenditures such as accommodation, mileage, and parking expenses). CUPE offices shall be used to avoid facility costs.

QUORUM

- (d) Quorum shall be any number amounting to more than one-half (1/2) of the committee membership.

FIRST MEETING

- (e) At the first meeting, the chairperson will facilitate the selection of meeting dates and review the goals and objectives of the committee with members.

AGENDA AND MINUTES

- (f) An agenda for an upcoming meeting shall be prepared and distributed to all committee members in advance of the meeting by the chairperson.
- (g) Accurate minutes of each committee meeting shall be recorded and submitted to the CUPE Saskatchewan Office.

REQUESTS FOR OFFICE SUPPORT/ASSISTANCE

- (h) Requests for any specific support, assistance, actions, and/or the production of materials or online communications and resources shall be made through the CUPE Saskatchewan Office and directed to the Executive Assistant. For requests that also involve a financial expenditure, please refer to the expense policy.

REPORT FORMS

- (i) Following a committee meeting, the **Committee Report Form** shall be completed and submitted to the CUPE Saskatchewan Office. Included with the **Committee Report Form** shall be the minutes for that meeting and any **Expense Voucher(s)**. Minutes shall also be forwarded to committee members, the Executive Board Liaison, and the Staff Advisor.

WORK PLAN AND OBJECTIVES

- (j) Each committee shall identify its work plan for the term (between Annual Conventions) which includes committee goals and objectives outlined in Appendix 'C' of *The CUPE Saskatchewan Constitution* and resolutions referred to the committee by the Executive Board.
- (k) The **Standing Committee Work Plan** document shall be completed by each committee and updated regularly at committee meetings. A copy of this document shall be filed with the CUPE Saskatchewan Office.

EXPENSE POLICY

MEETINGS

- (a) Committees are funded to meet a maximum of four (4) times per calendar year. Meetings shall not exceed one (1) day in length.
- (b) If a committee believes it is necessary to hold more than four (4) meetings in one (1) year, they must submit a written request for any additional meeting to the attention of the Executive Assistant to facilitate its

consideration by the Table Officers and Executive Board. The written request shall contain rationale as to why another meeting is necessary, the proposed date and location, and shall be submitted on behalf of the committee by either the Executive Board Liaison or Chairperson.

- (c) Committee members shall car pool to and from meetings whenever possible.
- (d) When selecting a location for a meeting, total expenditure for that meeting shall be given consideration with a view to maximize economy (and therefore minimize expenditures). CUPE offices shall be used for meetings.

REIMBURSEMENT FOR EXPENSES

- (e) All committee members shall be entitled to reimbursement for expenses as set out in Article 11 and Appendix B, CUPE Saskatchewan Expense Policy, *The CUPE Saskatchewan Constitution*.

To obtain reimbursement, you must complete and submit an **Expense Voucher** to the CUPE Saskatchewan Office. An **Expense Voucher** will be eligible for reimbursement only following receipt of a **Committee Report Form** and meeting minutes from which the expense claim is based.

- (f) Committee operational expense items include: applicable per diems, hotel accommodation, mileage/parking, and reimbursement of eligible child care expenses.
- (g) Lost Wages

Compensation will be paid for actual wages lost while on authorized activities for CUPE Saskatchewan Division at the regular rate of pay. Either the employer or the member's local shall forward billing of actual lost wages to the CUPE Saskatchewan Office (Attention: Secretary Treasurer). If the local is forwarding a bill for lost wages, wage verification must be submitted with the **Expense Voucher**.

Actual wages include only those days the member would be scheduled at work, and does not include earned days off, vacation days or days off.

Wages are covered for meetings only. Any other wage replacement must be approved prior to the event.

- (h) Hotel Accommodations

If hotel accommodation is required by a committee member for a scheduled committee meeting, booking arrangements shall be made by CUPE Saskatchewan's office staff.

REQUESTS FOR DONATIONS AND OTHER EXPENDITURES

- (i) All requests to spend funds outside of regular committee expenditures must be submitted by the committee's Executive Board Liaison or Chairperson to the attention of the Executive Assistant to facilitate its consideration by the Table Officers and Executive Board.

CONFERENCES AND REQUESTS TO ATTEND OTHER EVENTS

- (j) The Executive Board may grant approval for a Standing Committee to hold a conference to deal with issues within the committee's mandate. Each conference shall be completely self-supporting as is practicable.

Committees wishing to request a conference be held must complete the **Committee Conference Request Form** and submit it to the CUPE Saskatchewan Office, to the attention of the Executive Assistant, at least six (6) months prior to the requested date of the event for its consideration by the Executive Board.

- (k) CUPE Saskatchewan will not pay for members of a committee to attend additional meetings, conferences or events other than the maximum of four (4) regular committee meetings.
- (l) If a committee member is interested in attending an event on behalf of a committee, they must submit a request, in writing, to the attention of the Executive Assistant to facilitate its consideration by the Table Officers and Executive Board with a minimum of four (4) weeks' notice.

Consideration will be based on the rationale provided in the written request and the economic viability of the request. All written requests should clearly indicate the full costs associated with the request.

**Further information about CUPE Saskatchewan's expense policy can be found under Article 11 and Appendix B, The CUPE Saskatchewan Constitution, 2013.*

MILEAGE REFERENCE CHART

DISTANCE FROM	SASKATOON KILOMETRES RETURN	MILEAGE PAID	REGINA KILOMETRES RETURN	MILEAGE PAID
Big River	460	\$184.00	980	\$392.00
Broadview	820	\$328.00	305	\$122.00
Canora	630	\$252.00	480	\$192.00
Chaplin	450	\$180.00	320	\$128.00
Cupar	560	\$224.00	160	\$64.00
Estevan	940	\$376.00	420	\$168.00
Grayson	800	\$320.00	350	\$140.00
Grenfell	760	\$304.00	260	\$104.00
Hagen	290	\$116.00	710	\$284.00
Holdfast	420	\$168.00	200	\$80.00
Kamsack	700	\$280.00	540	\$216.00
Lloydminster	560	\$224.00	1080	\$432.00
Manor	960	\$384.00	480	\$192.00
Maple Creek	820	\$328.00	770	\$308.00
Melfort	360	\$144.00	570	\$228.00
Melville	700	\$280.00	300	\$120.00
Midale	840	\$336.00	330	\$132.00
Moose Jaw	440	\$176.00	140	\$56.00
North Battleford	280	\$112.00	800	\$320.00
Prince Albert	280	\$112.00	800	\$320.00
Radville	800	\$320.00	280	\$112.00
Regina	520	\$208.00	-	-
Saskatoon	-	-	520	\$208.00
Weyburn	760	\$304.00	240	\$96.00
Yellowgrass	700	\$280.00	190	\$76.00
Yorkton	660	\$264.00	380	\$152.00

All kilometres in the chart above have been calculated using Google Maps.

The mileage rate expressed on the chart above is \$0.40 per kilometre as provided in *The CUPE Saskatchewan Constitution, 2013*.

ROLES OF STANDING COMMITTEE MEMBERS

CHAIRPERSON

- Preside over all meetings of the committee, preserve order, and enforce *The CUPE Saskatchewan Constitution* (including Equality Statement);
- At the first meeting, facilitate the selection of meeting dates and review the goals and objectives of the committee with members;
- Referencing the mandate of the committee outlined in *The CUPE Saskatchewan Constitution* and the resolutions referred to the committee, develop and complete a work plan for the year/term with committee members;
- Solicit agenda items, prepare, and distribute an agenda in advance of a committee meeting;
- Call meetings through the CUPE Saskatchewan Office;
- Review and be familiar with the goals and objectives of the committee as outlined in *The CUPE Saskatchewan Constitution* and any resolutions that have been forwarded to the committee;
- Take on duties as defined by the committee;
- When a liaison is not available, make and submit all requests to the attention of the Executive Assistant. These requests shall be in writing wherever possible;
- Prepare a report for the Annual Convention providing a summary of the committee's actions throughout the year to be printed in the CUPE Saskatchewan Annual Convention report book. Reports shall be submitted a minimum of 45 days before the Annual Convention to the CUPE Saskatchewan Office (Executive Assistant).

COMMITTEE MEMBERS

- Attend and participate in committee meetings, conference calls, and related committee events;
- Elect a member to serve as chairperson and elect a member to take meeting minutes;
- Be familiar with *The CUPE Saskatchewan Constitution* and the goals and objectives of the committee outlined therein;
- Referencing the mandate of the committee outlined in *The CUPE Saskatchewan Constitution* and the resolutions referred to the committee, develop and complete a work plan for the year.

EXECUTIVE BOARD LIAISON

- Report on committee activities to the Executive Board;
- Communicate directives from the Executive Board to the committee;
- Provide advice and/or recommendations to the committee;
- Submit all requests to the attention of the Executive Assistant for consideration by the Table Officers and Executive Board. These requests shall be in writing.
- Attend committee meetings. The Liaison shall be given voice, but no vote;
- Be familiar with *The CUPE Saskatchewan Constitution* and the goals and objectives of the committee outlined therein.

STAFF ADVISOR

- Attend committee meetings. The Advisor shall be given voice, but no vote;
- Provide advice, when requested, to the committee;
- Assist the committee chairperson, when requested, in planning meetings and bringing resources to the meetings;
- Share information and expertise;
- Be familiar with *The CUPE Saskatchewan Constitution* and the goals and objectives of the committee outlined therein.

POLICY: COMMITTEE ONLINE COMMUNICATIONS

OBJECTIVE: CUPE Saskatchewan is committed to maintaining a professional online presence and image to engage union members and the public through its official website, email newsletter, and social media platforms/accounts including Facebook and Twitter.

PROCEDURE: The content of online communications bearing the name and/or logo of CUPE Saskatchewan, or communications making official association with CUPE Saskatchewan, shall be authorized by the President and administered by the Executive Assistant.

STANDING COMMITTEES AND/OR AD-HOC COMMITTEES SHALL ADHERE TO THE FOLLOWING GUIDELINES:

1. Standing Committees or Ad-Hoc Committees of CUPE Saskatchewan shall have all communications on behalf of the committee issued by and through the CUPE Saskatchewan Office.
2. Any suggested committee communications and/or suggested CUPE Saskatchewan online content shall be made to the attention of the Executive Assistant for consideration by the Table Officers and will be subject to approval on a case-by-case basis.

Committee Chairs may send suggestions such as: ideas for posts and articles on the website and social media accounts of CUPE Saskatchewan, the creation of a Facebook event, and/or promotion of a third-party event, website or campaign consistent with the values and objectives of CUPE Saskatchewan.



Committee members are encouraged to further the outreach and engagement of CUPE Saskatchewan through online tools available.

FACEBOOK

Official page: www.facebook.com/cupesask

SUGGESTION: Members may share and like CUPE Saskatchewan posts using their personal accounts.

TWITTER

Official account: www.twitter.com/cupesask

Username / handle: **@CUPEsask**

SUGGESTION: Members may retweet CUPE Saskatchewan tweets using their personal accounts.

EMAIL NEWSLETTER

CUPE Saskatchewan periodically publishes an email newsletter known as the 'E-Bulletin'.

Sign-up is voluntary at: www.cupe.sk.ca/get-email-updates

SUGGESTION: Members may share and like emails using their personal social media or email accounts.