

# ALBERTA EDUCATION EMPLOYEES COMMITTEE BYLAWS

## ARTICLE 1 – NAME

This Committee shall be known as the Canadian Union of Public Employees (CUPE) Alberta Education Employees Committee (AEEC).

## ARTICLE 2 – OBJECTIVES

1. The Objectives of the AEEC are:
  - (a) To unite school employee Locals in the Province of Alberta into a cohesive structure;
  - (b) To improve wages, benefits, job security and working conditions of all school employees in the Province of Alberta;
  - (c) To support each affiliate morally and financially in their time of need;
  - (d) To strengthen and unite through shared knowledge and information.
  
2. The Objectives of the AEEC are to be accomplished through the following methods:
  - (a) To set common goals for Collective Bargaining;
  - (b) To inform affiliates of contemporary Collective Bargaining information and effectively communicate both the progresses being made during negotiations and all settlement agreements;
  - (c) To promote Coordinated Bargaining where common language can benefit all locals.

## ARTICLE 3 – MEMBERSHIP

1. Membership will be open to all chartered Local Unions of CUPE, which are in the jurisdiction of the Education sector (including colleges) in the Province of Alberta.
2. Delegates from affiliates in good standing shall:
  - (a) Be eligible to hold an Executive position (as per Article 9);
  - (b) Be eligible to vote on any of the Committees' business;
  - (c) Be eligible to represent the AEEC;
  - (d) Be eligible to benefits in Article 12.

Affiliates in good standing shall mean any Chartered Local Unions of CUPE (per Article 2) whose per capita has been received by the Treasurer within six (6) weeks following the last quarter.

## ARTICLE 4– BY-LAWS

1. These By-Laws may be amended by a Motion which is duly seconded and carried by a simple majority of the delegates in attendance at the Annual General Meeting from

Local Unions that are affiliated to the AEEC and then submitted to the Alberta Division for approval.

ARTICLE 5 – STRUCTURE

The structure of the AEEC shall be as follows:

1. The AEEC Executive Board.
2. AEEC Delegates.
3. Affiliated Local Unions.

ARTICLE 6 – DELEGATES

1. Representation at Meetings shall be based upon paid up membership on the average number of members of the last twelve (12) months, before the Annual General Meeting.
2. Voting delegate allotment shall be:

Up to 50members	1 delegate
51 to 200 members	2 delegates
201 to 500 members	3 delegates
501 to 1000 members	4 delegates
1000 and over	5 delegates

ARTICLE 7 – MEETINGS

1. The Annual General Meeting shall be the first meeting of the new calendar year.
2. There shall be at least one (1) other General meeting held annually.
3. The location of the Meetings shall alternate between Edmonton and Calgary.
4. Delegates representing twenty-five percent (25%) of Local affiliated and in good standing, and including two (2) Executive Officers, shall constitute a quorum.
5. The Executive Committee or fifty percent (50%) of the affiliated Locals may call a special Meeting. However, all delegate expenses shall be paid by the individual Locals for these Meetings.
6. The Order of Business shall be in accordance with the National Constitution.

ARTICLE 8 – DUTIES OF OFFICERS

1. Chairperson
  - a) Shall preside at all Meetings of the AEEC, preserve order, and enforce the By-Laws and appoint Committees not ordered or elected at Regular Membership meetings;

- b) Shall be the spokesperson for the Committee;
- c) Shall have signing authority for the Correspondence and the disbursement of funds.

2. Vice-Chairperson

- a) Shall assist the Chairperson in the performance of his/her duties;
- b) Shall, in the absence of the Chairperson, perform the duties of the Chairperson;
- c) In the event that the Chairperson is unable to fulfill the term of office, the Vice-Chairperson shall become the Chairperson;
- d) Shall have signing authority for disbursement of funds.

3. TREASURER

- a) Shall be responsible for all financial matters and documentation that comes before the Committee;
- b) Shall keep and maintain a correct record of all receipts and disbursements of the AEEC and produce a Financial Report at each Meeting and produce an Annual Report for the Annual General Meeting;
- c) Shall have signing authority for disbursement of funds;
- d) Shall notify all Locals, that are three months in arrears of per capita tax;
- e) Shall ensure that all payments are supported by original receipts and expense vouchers which will be kept with the financial records.
- f) Signing authority for disbursement of funds shall be two (2) of the four (4) authorized signatures;
- g) The financial records of the CUPE Alberta Education Employees Committee shall be reviewed by the trustees of the Alberta Division CUPE once a year.

4. Recording-Secretary

- a) Shall record and keep a record of the proceedings of all Meetings, of Executive Committee Meetings, or Conferences of the AEEC;
- b) Shall receive and have signing authority for all correspondence to and from the AEEC;
- c) Shall ensure that minutes of all Meetings are sent to all affiliates within one (1) month of the Meeting;
- d) The Recording-Secretary shall be provided at all meetings, whether in or out of town, a suitable working space to conduct the business of the AEEC, if required.
- e) Shall have signing authority for disbursement of funds.

ARTICLE 9 – EXECUTIVE COMMITTEE

- 1. The Executive Committee shall be comprised of the following officers:

Chairperson

Vice-Chairperson

Treasurer

Recording-Secretary

2. The Executive Committee shall meet prior to any general or special meeting of the members. A quorum for Executive Committee Meetings shall be comprised of at least three (3) of the Executive Officers.
3. The Executive Committee shall conduct and administer the business of the AEEC subject to the direction of the membership.
4. The Executive Committee shall have the authority to disburse funds, to a maximum of \$250.00, in accordance with Article 8 (3) (e) for Office and Committee expenses.
5. Executive Committee members shall be paid an out of pocket expense of Forty Dollars (\$40.00) per month.
6. The Treasurer shall be provided at all meetings, whether in or out of town, a suitable working space to conduct the business of the AEEC.

#### ARTICLE 10 – ELECTIONS

1. The Executive Committee of the AEEC shall be elected from the delegates of affiliated Local Unions in good standing to the AEEC and are in attendance at the Annual General Meeting, or at a General Meeting of the Committee.
2. Any candidate nominated for the Executive Committee must be a delegate from a local in good standing as per Article 3.
3. All elections shall be by secret ballot. To be elected a candidate must receive a majority of the votes cast. Each delegate is entitled to one vote.
4. On odd years, elections for Chairperson and Treasurer will be held. On even years, a Vice-President and a Recording Secretary shall be elected. Terms will be for two (2) years. Terms of office shall commence at the conclusion of the business of the AEEC meeting.

#### ARTICLE 11 – REVENUE

1. The Revenue of the AEEC shall be derived from a per capita tax from each affiliated Local on the basis of thirty cents (\$0.30) per Local member per month, paid in each quarter of a calendar year: March 31, June 30, September 30, and December 31.

#### ARTICLE 12 – EXPENSES

1. The Executive Committee shall receive when attending all meetings of the AEEC:
  - a) A per diem Allowance of thirty dollars (\$30.00) per day for meetings;

- b) Hotel room (single rate) when travel is in excess of 60 km one way unless approved by table officers for extenuating circumstances;
  - c) A transportation allowance of thirty-five cents (\$0.35) per kilometer for return transportation from home base to the site of the Meeting;
  - d) OR reimbursement of air fare if it is necessary due to inclement weather or if it is more economical to fly;
  - e) Lost wages, if applicable;
  - f) Within one (1) month of the close of any AEEC meeting delegates, through their Local Unions, may apply to the Alberta Education Employee committee for reimbursement of receipted child/dependent care expenses to a maximum of thirty dollars (\$30.00) per day and to a maximum of sixty dollars (\$60.00) per weekend meeting. Reimbursement being dependent on the delegate being in attendance for the duration of the meeting. Original receipts of payment from the care giver/facility must be provided with an accompanying letter from the Local Union verifying the costs. In addition to the "Child/Dependent Care" expense form provided by the AEEC Treasurer.
2. One delegate from affiliated Local Unions may request reimbursement, within one month of the meeting, for the following expense reimbursements for the two meetings of the AEEC in a calendar year.
- a) A per diem Allowance of thirty dollars (\$30.00) per day for meetings
  - b) Hotel room (single rate) when travel is in excess of 60 km one way unless approved by table officers for extenuating circumstances;
  - c) A transportation allowance of thirty-five cents (\$0.35) per kilometer for return transportation from home base to the site of the Meeting;
  - d) Or reimbursement of air fare if it is necessary due to inclement weather or if it is more economical to fly;
  - e) Lost wages, if applicable.
  - f) Within one (1) month of the close of any AEEC meeting delegates, through their Local Unions, may apply to the Alberta Education Employee committee for reimbursement of receipted child/dependent care expenses to a maximum of thirty dollars (\$30.00) per day and to a maximum of sixty dollars (\$60.00) per weekend meeting. Reimbursement being dependent on the delegate being in attendance for the duration of the meeting. Original receipts of payment from the care giver/facility must be provided with an accompanying letter from the Local Union verifying the costs. In addition to the "Child/Dependent Care" expense form provided by the AEEC Treasurer.

Amended May 2011 and approved on September 23, 2011