

Canadian Union of Public Employees



(CUPE)

**Alberta Education Employees Committee
(AEEC)**



BYLAWS

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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 AEEC are:

- a) To strengthen and unite education Locals in the Province of Alberta into a cohesive structure;
- b) To improve wages, benefits, job security, and working conditions of all ~~school~~ education support workers in the Province of Alberta;
- c) To support each affiliate;

2. The Objectives of AEEC are to be accomplished through the following methods:

- a) Support and work with locals to set common goals for Collective Bargaining;
- b) With the support of CUPE National, provide affiliates with contemporary Collective Bargaining information;
- c) communicate the progress, advancements and struggles experienced at bargaining tables throughout the province;
- d) Promote Coordinated Bargaining;
- e) AEEC will educate, coordinate, actively communicate on issues that affect our members through political action, public relations and public awareness.

ARTICLE 3 – MEMBERSHIP

1. Membership will be open to all chartered Local Unions of CUPE, which are in the jurisdiction of the Education sector in the Province of Alberta.

2. Delegates from affiliates in good standing shall:

- a) Be eligible to hold an Executive position (as per Article 8);
- b) Be eligible to vote on any of the Committees' business;
- c) Be eligible to represent the AEEC as appointed by the delegates;

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3. Affiliates in good standing shall mean any Chartered Local Unions of CUPE (per Article 3) whose affiliation fees have been received by the Treasurer within six (6) weeks following the last quarter (as per Article 11). Affiliates sending a delegate to in person meeting will be eligible for expense claims and reimbursements as per Article 12.

ARTICLE 4– BY-LAWS

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 AEEC and then submitted to the Alberta Division for approval.

ARTICLE 5 – STRUCTURE

The structure of AEEC shall be as follows:

- 1. AEEC Delegates.
- 2. AEEC Executive Committee.
- 3. Affiliated Local Unions.

ARTICLE 6 – DELEGATES

1. Representation at Meetings shall be based upon affiliation fees paid on the average number of members of the previous twelve (12) months, before the Annual General Meeting.

2. Voting delegate allotment shall be:

Up to 50 members 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

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ARTICLE 7 – MEETINGS

1. The Annual General Meeting shall be the first meeting of the new calendar year.
2. There shall be at least two (2) other General meetings held annually.
3. The location of the in-person Meetings shall routinely alternate between Edmonton and Calgary, unless determined otherwise by the delegates. Meetings can be in person or virtual, as determined by the Executive Committee. One (1) of the three (3) annual meetings shall be held virtually.
4. Quorum shall be delegates from twenty-five percent (25%) of the affiliated Locals in good standing and including a minimum of two (2) Executive Officers.
5. Special Meetings
 - a) A special meeting may be called by The Executive Committee or by a written petition representing fifty percent (50%) of the affiliated Locals;
 - b) All delegate expenses shall be paid by the individual Locals for these Meetings and shall not be subject to Article 12.2;
 - c) Special meetings with less than 30 days' notice, shall be held virtually. At no time shall notice be less than 7 days;
 - d) Special meetings will be limited to dealing with only the business for which the meeting was called.
6. The Order of Business shall be in accordance with the National Constitution.

ARTICLE 8– EXECUTIVE COMMITTEE

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

Chairperson
Vice-Chairperson
Treasurer
Secretary
Executive at large

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2. The Executive shall meet prior to any general or special meetings of the members, and as needed and agreed to by a majority of the Executive. A quorum for Executive Meetings shall be comprised of at least three (3) of the Executive Officers.
3. The Executive shall conduct and administer the business of AEEC subject to the direction of the delegates.
4. The Executive shall have the authority to disburse funds, to a maximum of \$500.00 for Office and Committee expenses.
5. Executive members shall be paid an honorarium of one hundred (\$100.00) per month.

ARTICLE 9 – DUTIES OF EXECUTIVE BOARD OFFICERS.

1. Chairperson

- a) Shall preside at all Meetings of AEEC, preserve order, and enforce the Bylaws and appoint Committees not ordered or elected at General Membership meetings;
- b) Shall be the spokesperson for the Committee;
- c) Shall have signing authority for the Correspondence and the disbursement of funds.
- d) Shall delegate duties to Executive Board Officers.

2. Vice-Chairperson

- a) Shall assist the Chairperson in the performance of their 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.

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3. Treasurer

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

4. Secretary

- a) Shall record and keep a record of the proceedings of all Meetings, including Delegate Meetings, of Executive Committee Meetings, or and Conferences of

AEEC;

- b) Shall receive and have signing authority for all correspondence to and from AEEC;
- c) Shall ensure that minutes of all Delegate Meetings are sent to all affiliates within one (1) month of the Meeting;
- d) Shall have signing authority for disbursement of funds.

5. Executive at Large

- a) Shall support the Executive Committee in carrying out their duties as assigned by the Executive Committee;
- b) Attend regular meetings, Executive meetings and all special meetings;
- c) Assist with preparations for Delegate Meetings, including signing in/ registering delegates attending meetings.

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ARTICLE 10 – ELECTIONS

1. The Executive Board of AEEC shall be elected from the delegates of affiliated Local Unions in good standing to AEEC and are in attendance at the Annual General Meeting.
2. Any candidate nominated for the Executive Board 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, Executive at Large and Treasurer will be held. On even years, a Vice-Chair and a 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 Annual General meeting.
5. Where a vacancy occurs, the Executive Committee may appoint a temporary replacement until the next AEEC delegate meeting. The byelection will be announced to the affiliated locals at least 2 weeks prior to the regular or special meeting where nomination and election will take place. A byelection for the remainder of the term will be held at the meeting.
6. Where a temporary vacancy occurs, the Executive Committee may appoint a temporary replacement until either the executive member returns or until the next meeting of the delegates where a byelection will be held to fill the temporary

vacancy. The byelection to fill the temporary vacancy will be announced to the affiliated locals at least 2 weeks prior to the regular or special meeting where nomination and election will take place.

ARTICLE 11 – REVENUE

1. The Revenue of 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 Board shall receive when attending all in person meetings of AEEC:
 - a) A per diem allowance equal to that outlined CUPE Alberta (AB) Constitution;
 - b) Hotel room (single rate) will be provided for all Executive
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 - c) A transportation allowance at a rate equal to that of CUPE Alberta per kilometer for return transportation; as per CUPE Alberta's mileage chart.
 - 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
2. Each affiliated Local may request an attendance subsidy before the adjournment of any in person meeting, for the equivalent of the following expenses, to a maximum of two meetings of AEEC in a calendar year:
 - a) (\$30.00) per meeting day
 - b) The cost for one Hotel room (single rate) when delegate travel is in excess of 60 km one way unless approved by officers for extenuating circumstances;
 - c) A transportation allowance for one delegate equal to ~~of~~ thirty-five cents (\$0.35) per kilometer for return transportation; as per AEEC's mileage chart.

- d) Or reimbursement for one delegate's cost for ~~of~~ air fare if it is necessary due to inclement weather or ~~if~~ where it is more economical to fly;
3. Within one (1) month of the close of any **in person** AEEC meeting, delegates, through their Local Unions, may apply to the Alberta Education Employees 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 caregiver/facility must be provided with an accompanying letter from the Local Union verifying the costs.