

**UNION 52 BENEVOLENT SOCIETY
MEMBERS AND COMMUNITY SUPPORT COMMITTEE
GUIDELINES**

Donations to Organizations

The Committee will have adequate information on an organization seeking a donation.

The Committee will approve donations to Edmonton and area based organizations. In special circumstances, donations may be made to national or global fundraising efforts.

When possible, the Committee will request recognition for donation. All certificates and plaques to acknowledge donations will be retained in the Union office.

Procedures:

1. Organizations will request funds through application to the Committee. The application form will request comprehensive information about the applicant organization.
2. All organizations receiving funds must provide a receipt for donations.
3. Each organization requesting funds will be thoroughly reviewed annually by the committee. Donations can be made to organizations that are not registered charities.
4. The Committee provides donations to organizations directly after a review of the application. Requests from individual Union members for personal fundraising efforts cannot be supported. The only exception will be support to members representing CSU 52 in fundraising efforts. This representation must be reviewed and endorsed by the Executive Board.

Donations to Organizations – 2

5. Applications are reviewed using the following criteria:
 - a) Donations are provided to organizations providing service in Edmonton and area. Exceptions will be made for national and international disaster and specific relief efforts.
 - b) Donations will be provided to organizations whose programs or services:
 - are used by Union members and their families
 - provide information, education and/or support to the labour movement

- benefit the wider community
 - address an emerging community issue requiring attention
 - have a limited budget and the donation will make a difference to service delivery.
6. The Committee cannot provide donations to specific neighbourhood park development and revitalization efforts.
 7. The Committee does not provide donations for employer operations.
 8. Donations to organizations may, at times, be in the form of special event ticket purchases. In these circumstances, all reasonable efforts will be made to offer the tickets to members through a draw at the General Membership meeting. The exception will be when the attendance of the President or other member of the Executive Board is required.
 9. All organizational information received will be maintained with the Union 52 Benevolent Society.

MCSC Guidelines – Approved May 24, 2006
Revised July 26, 2006
Revised October 25, 2006
Revised November 28, 2007

Student Bursaries

That the Committee approve bursaries to eligible dependents of members.

That the dependent is eligible to receive one (1) bursary to be used toward the fees of any accredited post-secondary institution.

Procedures:

1. The application for the bursary shall be completed by the student and the member and the second parent, when applicable. The completed application must be returned to the Union office during the current school year.
2. To be eligible for a bursary, the individual must:
 - a) Be a dependent child, up to and including 21 years of age of a current CSU 52 member. Children of retired or deceased members of CSU 52 may apply for special consideration.
 - a) The member must have for 2006 contributed to the previous CSU 52 Employees Charitable Assistance Fund. From and including January 2007, the member must have paid Union dues for the previous twelve months.

- b) Be a full time student as determined by the post-secondary institution.
 - c) The student's grades must be received prior to a bursary being approved and a cheque issued.
 - e) The Committee may review and grant eligibility in extenuating circumstances.
3. Members working out of scope of CSU 52 must be paying Union dues at the time of application.
4. Should the parent be a permanent employee on layoff, the following criteria will apply:
- a) Acceptance of a severance package will end bursary eligibility with the exception that those employees electing to receive a severance in the form of salary continuance retain bursary eligibility for the duration of the continuance.
 - b) Employees on right of recall (up to 24 months) are eligible to apply for a bursary for their child.

Student Bursaries - 2

5. The completed application form must have the following:
- a) A copy of the long form birth certificate, baptismal certificate, or sworn affidavit as proof that a child is a dependent, indicating the parent's name(s).
 - b) A course outline
6. The cheque for an approved bursary will be sent to the student after the student provides proof of completion of the semester and the student's grades. A separate cheque will be issued for each semester approved. A T4A slip will be issued for any bursary exceeding \$500.00.
7. Bursaries will be based on two factors: the amount of the tuition fees and the length of service of the applicant's parent.
- a) Amount of Fees
In no case will the amount of the bursary exceed one thousand and eight hundred dollars (\$1,800) per member parent and the amount will be based on the tuition structure for the post secondary institution attended by the student. In the event that both parents are members and apply for a bursary for the same semester, the bursary amount will not exceed the tuition cost for the semester. The maximum bursary amount per child will not exceed two times \$1,800.
 - b) Length of Service of Parent

The student will receive ten percent (10%) for each completed year of service, based on standard hours of work in the member's contractual unit, with 10 years being one hundred per cent (100%) of the tuition or \$1,800, whichever is less. Part-time members will be pro-rated.

9. The Committee will review and approve bursaries on a monthly basis.

MCSC Guidelines – Approved May 24, 2006
Revised, September 27, 2006

Requests for Financial Assistance

That the Committee recognizes as one of its prime roles the responsibility to assist members in financial need through financial and other support.

Procedures:

1. Members who require financial assistance may apply to the Committee. The application may be by letter, e-mail or phone call.
2. All applications will be treated in strict confidence. The member's name will not appear in the minutes of the meetings and will not be indicated in any report. Reference will be made by file number only.
3. All applicant information will be secured and treated as confidential. The files are only accessible to Committee members and persons designated by the Committee chair.
4. The applicant's request will be assessed through the approved interview process and review of mandatory documents.
5. Whenever possible, a Committee member(s) will visit the applicant at his/her home to discuss the nature of the application. The completed assessment information will be documented and presented to the Committee for a decision.
6. Whenever appropriate, the applicant will be given a brochure for credit counseling during the interview.
7. When a decision by the Committee is needed prior to the next Committee meeting, a telephone or e-mail poll of the members can be taken. When doing a telephone or e-mail poll, an attempt must be made to contact all Committee members before a decision is made. A decision will be based on a majority of members polled. A decision made by telephone or e-mail poll will be confirmed at the next Committee meeting.

MCSC Guidelines – Approved May 24, 2006

Administration Guidelines

Confidentiality

Committee members will sign an Oath of Confidentiality and Declaration of Office.

Anyone working with the files of the Committee will be required to sign an Oath of Confidentiality.

All files are considered confidential. Files pertaining to the Committee's work will be maintained in locked file cabinets in the Committee office.

Bursary and financial assistance applicants names will not be included in the Committee minutes and will be referenced by file number

Committee minutes are available for review by CSU 52 members upon written request.

Meeting Attendance

Regular monthly meetings are held during work hours. By an arrangement with the employer(s), the Union is not billed for Committee members attendance at any meetings.

Special Committee meetings will be arranged within CSU 52's wage replacement policy.

Accounting

The accounts of the Committee will be maintained by the CSU 52 office staff.

The Treasurer shall review and report on the status of the accounts at each Committee meeting.

The accounts of the Committee will be audited by the Union's auditor and included in the annual report to the membership.

Cheques issued are reviewed by the Committee and the Union Trustees.

Correspondence

All correspondence received is brought to the attention of the Committee for review and action.

Administration Guidelines – 2

Committee Expenses

Committee members will receive \$50.00 when conducting member assistance interviews.

Other Committee expenses require receipts for reimbursement.

MCSC Guidelines – Approved May 24, 2006