

UNION 52 BENEVOLENT SOCIETY COMMITTEES

COMMITTEE NAME	NO. OF POSITIONS	COMMITTEE MEMBERS
Building	2	Elected at the November Union 52 Benevolent Society Meeting 2 year term – (1) elected in odd years, (1) elected in even years
Members & Community Support	7	Elected at the November Union 52 Benevolent Society Meeting. 2 year term – (3) elected in odd years, (3) elected in even years. . The seventh position is the Union Treasurer

NOTE: Committees may be added or suspended through the yearly budgetary process.

APPROVED: Aug.14/07 (Executive Board Mtg.)
 APPROVED: Sept.4/07 (General Membership Mtg.)

UPDATED: (date) (Executive Board Mtg.)
 UPDATED: Mar.7/06 (General Membership Mtg.)

TERMS OF REFERENCE
BUILDING COMMITTEE
UNION 52 BENEVOLENT SOCIETY

PURPOSE:

1. Provide for proper building maintenance and security as well as ensure that all equipment and furniture is in good repair.
2. Be responsible for the safety and emergency procedures at the C.S.U. 52 building.

OBJECTIVES:

1. To provide for approval to the Executive Board three (3) estimates for Capital Expenditures exceeding two thousand (\$2,000.00), and Non-Capital Expenditures exceeding five hundred (\$500.00).
2. Hire unionized labour where possible.

RESPONSIBILITIES:

1. The Chairperson shall submit the meeting attendance records to the C.S.U. 52 Financial Administrator by December 1st.
2. The Committee meeting minutes shall be submitted to the C.S.U. 52 office, on a monthly basis or as frequently as the meetings occur.
3. The Committee Budget shall be presented to the Treasurer by the 1st of November. For additional Committee funding, requests must be submitted to the Executive Board for approval.
4. The Chairperson shall submit a report to the General Membership, with a copy to the Executive Board on a monthly basis, or as frequently as the meetings occur.
5. Changes to the Terms of Reference must be submitted to the Policy & Procedure Committee for review. The Policy & Procedure Committee shall forward the terms of reference to the Executive Board for approval.
6. Shall be a member of the Union Management Committee and shall attend the meetings on an alternate basis.

MEMBERS & TERMS OF OFFICE:

1. The Committee to consist of two (2) members, one (1) elected in odd years, (1) elected in even years at the November Union 52 Benevolent Society Meeting.
2. Term – two (2) year.

MEETINGS:

- The meetings shall be at the call of the elected Chairperson on an “as required” basis.

APPROVED: Aug.14/07 (Executive Board Mtg.)
APPROVED: Sept.4/07 (General Membership Mtg.)

UPDATED: (date) (Executive Board Mtg.)
UPDATED: Oct.5/04 (General Membership Mtg.)

TERMS OF REFERENCE

MEMBERS & COMMUNITY SUPPORT COMMITTEE

BACKGROUND

C.S.U. 52 may establish or disband, Committees, Sub-Committees, and Ad Hoc Committees to deal with Union matters. On June 07, 2005, at a General Membership Meeting, the Union members passed a motion:

“Effective the first pay period in 2006, the current deduction for charitable donations will be replaced with an equal deduction added to Union dues (1/4 of 1% of each member’s salary). The purpose of this deduction is to establish a specific Union fund that will distribute money in a similar manner and in keeping with the purposes of C.S.U. 52 Employee Charitable Assistance Fund as at the date the Fund ceases to operate or December 31, 2005, whichever first occurs.”

The Constitution and Bylaws Committee was delegated to work on the Terms of Reference for the new Committee.

PURPOSE

1. To make recommendations to the Executive Board and the members of C.S.U. 52 about the allocation of funds to community organizations as required under the guidelines of the Committee.
2. To provide advice to the Executive Board and the Union regarding Union Benevolent related issues (e.g. priority plan for community organizations funding).
3. To provide financial assistance to members as per criteria and formulas established by the Committee.
4. To provide educational bursaries to dependents of participating, deceased, or retired members as per criteria and formulas established by the Committee and approved by the General Membership of C.S.U. 52.

OBJECTIVES:

1. To ensure that the C.S.U. 52 Union dues collected for benevolent purposes are distributed in accordance with the intent of the members’ original motion.
2. To ensure that all information pertaining to any assistance to C.S.U. 52 members is kept confidential.
3. To ensure that all processes related to member assistance and community grant allocation are fair, transparent and based on established criteria.
4. To work in a cooperative and respectful manner with C.S.U. 52 members and community organizations receiving any funds.

RESPONSIBILITIES:

(a) The Committee's responsibilities include:

1. Preparing annual fund disbursement and operating budgets to the Union Treasurer for presentation and approval as part of the budget process.
2. Establishing criteria for member assistance and allocation of grants to community organizations consistent with C.S.U. 52 mission and values
3. Conducting interviews with members requesting non-bursary financial assistance
4. Meeting with and/or being in contact with community organizations requesting grants
5. Establishing community organization funding priorities based on membership input and documented community needs.
6. Monitoring the disbursement of funds on a monthly basis.
7. Identifying issues, offering advice or developing strategies related to C.S.U. 52 benevolent services.
8. Ensuring the external auditor contracted by C.S.U. 52, annually completes financial audits.
9. The Chairperson shall submit the meeting attendance records to the C.S.U. 52 Financial Administrator by December 1st.
10. For additional Committee operating funding, requests must be submitted to the Executive Board for approval.
11. Changes to the Terms of Reference Committee forms and policies shall be submitted to the Policy & Procedure Committee for review. The Policy & Procedure Committee shall forward the Terms of Reference to the Executive Board for approval.

(b) The Administrative Support Person's responsibilities include:

1. Responding to phone inquiries regarding policies and procedures concerning bursary information, member assistance and donations to community organizations
2. Directing and compiling incoming and outgoing mail correspondence
3. Keeping the Committee informed about telephone enquiries and other correspondence
4. Working with the Committee to ensure that information required for decision-making is available.
5. Coordinating and ensuring that all pertinent information regarding bursary applications is available for the Committee's review.
6. Payment of all bills, bursaries, member assistance and donations to community organizations.
7. Accurately maintaining all records and receipts for the annual audit
8. Attending and take minutes of Committee meetings.
9. Coordinating Committee agendas, meeting minutes and monthly financial statements prepared by C.S.U. 52, in consultation with the Committee.
10. Assisting the Committee with other administrative duties as needed.
11. Ensuring that all work is dealt with in a confidential manner.

AUTHORITY

1. The Committee is accountable to the Executive Board and the membership of the Union.
2. All C.S.U. 52 benevolent services related matters will normally be considered by the Committee prior to being considered by the Executive Board.

MEMBERSHIP & TERMS OF OFFICE

1. The Committee consists of seven (7) members, six (6) of whom are elected at the November Annual General Meeting and the seventh is the Union's Treasurer.
2. All Members serve for a term (the "Term") of two (2) years. Three (3) members are elected in even years and the other three (3) in odd years. During the first year, the three (3) members are elected for a one-year term. At the end of their Term, members may be re-elected for another term.
3. It is recommended that members be elected only and that members volunteering not fill vacancies.
4. C.S.U. 52 Executive Board shall appoint the Union Treasurer as one (1) member at their December Executive Board meeting for a term of their office.

MEETINGS

1. The Committee meets once a month.
2. Special meetings of the Committee may be called by the Chairperson, or at the request of four (4) members of the Committee to the Chairperson, on forty-eight (48) hours' notice.
3. A quorum at any Committee meeting is four (4) members. If the Chairperson is not present at a meeting, those members who are present shall elect a chairperson for that meeting.

DECISION-MAKING

1. Every effort will be made to reach a consensus when making decisions. If a consensus cannot be reached members shall vote as detailed in the Article below.
2. All "decisions" of the Committee related to community organizations funding will be presented to the Executive Board as recommendations for Executive Board approval.
3. Final decisions related to approved budget items in the areas of bursaries and financial aid to members are made by the Committee.

VOTING

1. Each member of the Committee is entitled to one (1) vote.
2. In the case of a tie vote, a motion shall be considered defeated.

ADMINISTRATIVE SUPPORT TO COMMITTEE

1. A part-time administrative support person provides administrative support to the Committee as may be required.

CONFIDENTIALITY

1. The Committee shall adhere to the "Oath of Confidentiality".
2. The Committee members sign the Oath of Confidentiality and Declaration to Office.

REPORTS

1. The Chairperson shall submit a report to the General Membership with a copy to the Executive Board on a monthly basis or as frequently as the meetings occur.
2. The Committee will submit annual reports to the General Membership of C.S.U. 52.

APPROVED: Aug.14/07 (Executive Board Mtg.)
APPROVED: Sept.4/07 (General Membership Mtg.)
Mtg.)

UPDATED: (date) (Executive Board Mtg.)
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