

C.S.U. 52 STANDING COMMITTEES

COMMITTEE NAME	NO. OF POSITIONS	COMMITTEE MEMBERS
Constitution & Bylaws	5	Elected at November General Meeting 2 year term – (3) elected in odd years, (2) elected in even years
Discipline	5	Chairperson or Designate from each of the following Committees: - 1 year term Constitution & Bylaws, Education, Social, Sports & Activities Committee and Member-at-Large – Elected at the November General Meeting No Executive Board members may sit on this Committee
Education	4	Elected at November General Meeting 2 year term – (2) elected in odd years, (2) elected in even years
Grievance Appeal	5	Elected at November General Meeting 2 year term – (3) elected in odd years, (2) elected in even years
History	5	Elected at November General Meeting 2 year term – (2) elected in odd years, (3) elected in even years
Public Relations	5	Elected at November General Meeting 2 year term – (2) elected in odd years, (3) elected in even years
Senior Shop Steward	Varies	Elected by Shop Stewards in each Contractual Unit in December in odd years –2 year term No Executive Board members may sit on this Committee
Sergeant-at-Arms	2	Elected at November General Meeting 2 year term – (1) elected each year
Shop Steward Assembly	Varies	Elected in their work areas by their members in November in odd years - 2 year term
Social	7	Elected at November General Meeting 2 year term – (3) elected in odd years, (4) elected in even years
Sports & Activities	3	Elected at November General Meeting 2 year term – (1) elected odd years, (2) elected in even years

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

CONSTITUTION & BYLAWS COMMITTEE

PURPOSE:

1. Review and update notices of motion pertaining to the C.S.U. 52 Constitution & Bylaws and the Union 52 Benevolent Society Bylaws approved by the General Membership.
2. To ensure that the Constitution & Bylaws are registered on an annual basis as per the Societies Act of Alberta.
3. To ensure that the Bylaws of Union 52 Benevolent Society are registered with the Alberta Registries, Corporate Registry on an annual basis.
4. To ensure current registered copy of the C.S.U. 52 Constitution & Bylaws and the Union 52 Benevolent Society Bylaws is filed in the Union office.

OBJECTIVES:

1. To have current copies of the C.S.U. 52 Constitution & Bylaws and Union 52 Benevolent Society Bylaws available to the Shop Stewards and the General Membership.
2. To review all notices of motion to identify their effect, if any, on other existing articles.
3. To review new notices of motion to identify and name affected articles.

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 Union 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 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.

MEMBERS & TERMS OF OFFICE:

1. The Committee shall consist of five (5) members elected by the General Membership. Three (3) members at odd and two (2) members at even years are elected at the November General Meeting
2. Term – two (2) years.

MEETINGS:

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

APPROVED: Nov.13/07 (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

DISCIPLINE COMMITTEE

PURPOSE:

1. The Discipline Committee shall investigate all charges against member(s) as brought before the Union under Article 7 of the Bylaws.

OBJECTIVES:

1. Render a decision within fourteen (14) days of the conclusion of the investigation.

RESPONSIBILITIES:

1. The Chairperson shall submit the meeting attendance records to the C.S.U. 52 Financial Administrator by December 1st.
2. As minutes from all meetings contain information of a personal, private and confidential nature, they shall be kept in a locked file in the Union Office at all times and be available only to the members of the Discipline Committee.
3. The Committee Budget shall be presented to the Union 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 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.

MEMBERS & TERMS OF OFFICE:

1. The Committee to consist of five (5) members of which four (4) members are the Chairpersons or designates from the following Committees: Social Committee, Constitution & Bylaws Committee, Sports & Activities Committee and Education Committee.
2. Term – one (1) year.
3. One (1) member is elected by the General Membership at the November General Meeting.
4. Members-at-large shall be elected to ensure a compliment of five (5) members.
5. A breach of confidentiality may result in removal from this Committee by the Executive Board and the General Membership.
6. Members of the Executive Board or Office Staff shall not be eligible to be members of this Committee.

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

EDUCATION COMMITTEE

PURPOSE:

1. To encourage training to increase the knowledge, skills and proficiencies of our members in labour relations
2. To provide financial support to members who undertake continuing education by an accredited institution related to Union activities, and the labour movement and career development.

OBJECTIVES:

1. To establish guidelines for course financial support with special attention given to courses not reimbursed by the City of Edmonton, EPCOR, Edmonton Public Library and TELUS World of Science, including those offered by Human Resources.
2. To provide financial support on receipt of proof of successful course completion.

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 Union 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, 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.
6. To review and update guidelines and financial support form.

MEMBERS & TERMS OF OFFICE:

1. The Committee to consist of four (4) members elected by the General Membership. Two (2) members at odd years and two (2) members at even years are elected at the November General Meeting.
2. Term – two (2) years.

MEETINGS:

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

APPROVED: Oct. 9/07 (Executive Board Mtg.)

APPROVED: Oct. 2/07 (General Membership Mtg.)

UPDATED: (date) (Executive Board Mtg.)

UPDATED: (date) (General Membership Mtg.)

TERMS OF REFERENCE

PUBLIC RELATIONS COMMITTEE

PURPOSE:

1. To act on behalf of the Executive Board on only those matters specifically referred to the Sub-Committee by either the Executive Board and/or the President directly.
2. To inform all C.S.U. 52 members by newsletters, information bulletins and website, of important issues as directed by the President and the Executive Board.

OBJECTIVES:

1. To provide a minimum of two (2) newsletter issues per year.
2. The Sub-Committee must provide to the Executive Board a draft copy of the proposed Union newsletter seven (7) days (minimum) prior to an Executive Board meeting.

RESPONSIBILITIES:

1. The Sub-Committee shall report to the Executive Board at each regular scheduled Executive Board meeting.
2. The Committee Budget shall be presented to the Union Treasurer by the 1st of November. For additional Committee funding, requests must be submitted to the Executive Board for approval.
3. Changes to the Terms of Reference 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.
4. To review all newsletters, information bulletins and website updates prior to implementation.

MEMBERS & TERMS OF OFFICE:

1. The Committee to consist of all the Contractual Unit Representatives and may include up to two (2) additional Executive Board members.
2. Term – one (1) year.
3. The Chairperson shall be elected from amongst the Committee.

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. 11/07 (Executive Board Mtg.)

TERMS OF REFERENCE

GRIEVANCE APPEAL COMMITTEE

PURPOSE:

1. To hear appeals of grievances and classification challenge and appeals denied by the Business Agents and the President of C.S.U. 52.
2. To hear appeals of Members under discipline, as per Bylaws Article 7.

OBJECTIVES:

1. To review and assess denied grievances, classification challenge and appeals to determine the worthiness of forwarding them to the next level within the appropriate time periods.

RESPONSIBILITIES:

1. The Chairperson shall submit the meeting attendance records to the C.S.U. 52 Financial Administrator by December 1st.
2. As the minutes from all meetings contain information of a personal, private and confidential nature, they shall be kept in a locked file in the Union Office at all times and be available only to the members of the Grievance Appeal Committee.
3. The Committee Budget shall be presented to the Union 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 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.

MEMBERS & TERMS OF OFFICE:

1. The Committee to consist of five (5) members elected by the General Membership. Three (3) members at odd and two (2) members at even years are elected at the November General Meeting.
2. Term – two (2) years.
3. Members of the Executive Board or Office Staff shall not be eligible to be members of this Committee.

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: (date) (General Membership Mtg.)

TERMS OF REFERENCE

SENIOR SHOP STEWARDS COMMITTEE

PURPOSE:

1. The purpose of the Senior Shop Steward is to assist the Chief Shop Steward and the Unit Representative.

OBJECTIVES:

1. To be a liaison between other Shop Stewards and Mailout Representatives in your Contractual Unit and the Chief Shop Steward.
2. To promote interest in the Union and encourage Members/Mailout Representatives to become Shop Stewards.

RESPONSIBILITIES:

1. The Chairperson shall submit the meeting attendance records to the 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 Union 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 Shop Steward Assembly with a copy to the Executive Board on a monthly basis, or as frequently as meetings occur.
5. Changes to the Terms of Reference 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.
6. To assist the Shop Stewards and Mailout Representatives with the membership list in their work location.
7. To work closely with the Chief Shop Steward and the Contractual Unit Representative.
8. If appropriate, to relieve the Contractual Unit Representative in the Representative's duties and functions.
9. To attend or arrange for an alternate to attend all General, Special and Shop Steward meetings.
10. To meet or communicate with other Senior Shop Stewards and the Contractual Unit Representative on a regular basis in your Contractual Unit.
11. To meet with other Senior Shop Stewards and Chief Shop Steward on a regular basis.
12. To familiarize yourselves with the Shop Stewards and Mailout Representatives in your Contractual Unit.
13. To keep the Sergeant-at-Arms informed of all new and retiring Shop Stewards and Mailout Representatives.

BOUNDARY POLICY:

1. The Chief Shop Steward shall have the authority to appoint Senior Shop Stewards to unrepresented areas.
2. No Executive Board Members shall be appointed as a Senior Shop Steward.

MEMBERS & TERMS OF OFFICE:

1. Should have a minimum of two (2) years experience as a Shop Steward.
2. Must be a full-time, permanent employee.
3. The number of Senior Shop Stewards will vary within each Contractual Unit. The Chief Shop Steward can review this number.
4. Must have attended or received credit for a minimum of seven (7) General and seven (7) Shop Steward meetings in the last twelve (12) months.
5. Term - two (2) years.

REMUNERATION:

- The Senior Shop Steward will receive remuneration.

REVISED: Aug.14/07 (Executive Board Mtg.)

APPROVED: Sept.4/07 (General Membership Mtg.)

UPDATED: (date) (Executive Board Mtg.)

UPDATED: Mar.5/02 (General Membership Mtg.)

TERMS OF REFERENCE

SERGEANT-AT-ARMS COMMITTEE

PURPOSE:

1. To ensure only active members and approved guests are admitted to General Meetings, Special Meetings, and Shop Steward Meetings.
2. To assist in maintaining order.

OBJECTIVES:

1. Open doors thirty (30) minutes before start of meetings.
2. Keep accurate records of attendance for quorum at meetings, for honoraria, eligibility for Committee and Executive Board elections.
3. Submit all attendance records to the Union Treasurer for preparation of honoraria within five (5) days after the November Shop Stewards meeting.

RESPONSIBILITIES:

1. The Chairperson shall submit the meeting attendance records to the C.S.U. 52 Financial Administrator by December 1st.
2. The Committee Budget shall be presented to the Union Treasurer by the 1st of November. For additional Committee funding, requests must be submitted to the Executive Board for approval.
3. 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 meeting occur.
4. Changes to the Terms of Reference 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.
5. The Committee shall notify the meeting Chairperson of attending guest(s) prior to the start of the meeting.
6. Keep all attendance records for all the General Meetings and Shop Steward Meetings for current year and submit these records to the C.S.U. 52 Financial Administrator by December 1st.
7. To provide an attendance report to the Shop Steward Recording Secretary within seven (7) days of the Shop Steward Meeting.

MEMBERS & TERMS OF OFFICE:

1. The Committee to consist of two (2) members elected by the General Membership. One (1) member at odd and one (1) member at even years are elected at the November General Meeting.
2. Term – two (2) years.

MEETINGS:

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

APPROVED: Aug. 14/07 (Executive Board Mtg.)

UPDATED: (date) (Executive Board Mtg.)

APPROVED: Sept.4/07 (General Membership Mtg.)

UPDATED: (date) (General Membership Mtg.)

TERMS OF REFERENCE

SHOP STEWARDS ASSEMBLY

PURPOSE:

1. To increase the knowledge, skill and proficiency of the Shop Stewards and the General Membership of C.S.U. 52.

OBJECTIVES:

1. To assist the Shop Stewards and Mailout Representatives of C.S.U. 52 to perform the duties outlined in Bylaw Article 3.03 (a), and Bylaw Article 3.04, Shop Steward Assembly, of the Constitution & Bylaws.

RESPONSIBILITIES:

1. The Assembly meeting minutes shall be submitted to the C.S.U. 52 office on a monthly basis or as frequently as the meetings occur.
2. The Assembly budget shall be presented to the Union Treasurer by the 1st of November. For additional Assembly funding, requests must be submitted to the Executive Board for approval.
3. The Chairperson shall submit a report to the Executive Board on a monthly basis, or as frequently as the meeting(s) occur.
4. Changes to the Terms of Reference 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.

MEMBERS & TERMS OF OFFICE:

1. The Assembly shall consist of all elected Shop Stewards of C.S.U. 52.
2. Term – Two (2) years.
3. The Assembly shall elect two (2) members of which the Chief Shop Steward is chosen in the odd years and the Recording Secretary is chosen in the even years at the November Shop Steward Meeting.
4. The Chairperson shall be the Chief Shop Steward.

MEETINGS:

- Regular meetings for all elected Shop Stewards shall be called monthly, on the third working Tuesday and additional meetings may be called by the Chief Shop Steward as required.

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

SOCIAL COMMITTEE

PURPOSE:

1. The purpose of the Social Committee is to organize and promote social functions of the Union and to involve Union members as volunteers when required.

OBJECTIVES:

1. The Committee shall organize social events that appeal to as large a number of Union members. Annual functions may include: Spring (Retirement) Banquet, Children's Christmas Party or other events as deemed appropriate.

RESPONSIBILITIES:

1. The Chairperson shall submit the meeting attendance records to the C.S.U. 52 Financial Administrator by December 1st.
2. 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 Union 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 meeting occur.
5. Changes to the Terms of Reference 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.
6. The Committee shall submit a financial statement including all bills and receipts to the Union Treasurer within sixty (60) days of any social event.

MEMBERS & TERMS OF OFFICE:

1. The Committee to consist of seven (7) members elected by the General Membership. Three (3) members at odd and four (4) members at even years are elected at the November General 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: (date) (General Membership Mtg.)

TERMS OF REFERENCE

SPORTS & ACTIVITIES COMMITTEE

PURPOSE:

1. To provide cash donations and/or promotional items to sporting events or social activities involving C.S.U. 52 members.

OBJECTIVES:

1. To review and choose promotional items for events and functions.
2. The Committee will review all applications for donations to sports teams and events involving C.S.U. 52 members.

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 Union 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, Committee forms and donation guidelines shall be submitted to the Policy & Procedure Committee for review. The Policy & Procedure Committee shall forward the terms of reference, forms and donation guidelines to the Executive Board for approval.
6. To establish guidelines for funding various sporting teams and events.

MEMBERS & TERMS OF OFFICE:

1. The Committee to consist of three (3) members elected by the General Membership. One (1) member at odd and two (2) members at even years are elected at the November General 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: Apr.4/06 (General Membership Mtg.)