

Policy Document IBEW Local Union 37

#1 Policy Review

The Executive Board shall review the By-laws and Policies once per year.

#2 IBEW Strike Appeals

The Treasurer may issue a cheque not to exceed \$500 upon receipt of an IBEW appeal from a Canadian Local. Be it further resolved if circumstances may warrant further assistance, it will only be done after approval of the membership.

#3 Meals and Expenses

The following rules shall be applied:

3.1 Hotel -Single Accommodations - receipts required.

3.2 Meals - In Province:
Breakfast \$10.00 Lunch \$14.00 Dinner \$20.00

Out of Province
\$75 per day

These amounts will only be paid for members on authorized Union business.

3.3 Bus/Limo/Taxi - To and from airport or other approved use - receipts required over \$5.00

3.4 Air Fare/Bus/Train - Most economic method practicable - receipts required.

3.5 Personal Auto - \$0.35 per km.

3.6 Parking - Actual cost with receipts.

3.7 No Personal call will be reimbursed.

#4 Carpool Expenses

- 4.1** Members who are required to travel in excess of 80 km return to their home unit meeting shall be paid as per travel policy #4.2
- 4.2** When car pooling, the following rates will apply to the driver:
 - \$0.20 per km when two members travel together
 - \$0.25 per km when three members travel together
 - \$0.30 per km when four members travel together
 - \$0.35 per km when five members travel together.

The member using their car will be paid the distance from their lodging to the meeting location.

#5 Unit Expenses

Expenditure of Unit funds:

- a. Reimburse members for travel to and from unit meeting as per Policy #4
- b. Bank charges
- c. Purchase door prizes as per Policy #17
- d. Meeting room
- e. Unit shall provide record of expenses before issued additional funds. – Max to cap out at \$500.00,

Any donations re: fruit baskets, memorial donations, gifts, funeral flowers, Remembrance Day Wreaths, etc, must be approved through IBEW Local 37 President and Business Manager.

#6 Presentations of Awards, Trophies, Retirement gifts, etc:

The President of Local 37 will be authorized to ensure that the Local is represented at the presentation of awards, trophies and retirement gifts. The Executive Board member in the area will be authorized to make such presentations operating under expense policy #3 if required.

#7 Retirement Recognition:

The Local is authorized to spend a sum not to exceed \$75.00 on a suitable gift for retiring members. In addition, the retiring member will be presented with a cheque equal to the sum of \$10.00 for each year of membership in Local 37 or its predecessors, Locals 1733 and 2309.

#8 Benevolent Fund:

- 8.1 All requests for disbursements from the Benevolent Fund shall be submitted to the Unit Chairperson in writing, and then forwarded to the Local Union Executive Board.
- 8.2 The prime purpose of the fund is to assist members who through no fault of their own, have suffered undue financial hardship including medical costs not covered by plans, losses due to fire or acts of God not covered by insurance and other similar situations that may arise.
- 8.3 The Executive Board shall have the right to demand full financial disclosure of any applicant.
- 8.4 The Executive Board shall be convened as the Benevolent Committee and make recommendations on disbursements subject to the approval of the membership.
- 8.5 Where possible the identity of applicants shall be respected and only the amount requested and Unit involved will be reported.
- 8.6 Accurate minutes and records shall be kept by the Recording Secretary and the Fund shall be audited in the manner and at the same time as the General Fund.
- 8.7 The amount granted shall be limited to \$300, although there is no limit on re-applications.

#10 Business Manager's Report:

The Business Manager shall prepare and have copies made of his written report for the Executive Board meetings. Such reports shall cover processing of grievances, meetings with the employer, Labour Board proceedings, actions taken and recommendations.

#11 Executive Board Meetings:

The Executive Board minutes, Business Managers report, committee reports and financial statements shall be packaged and sent to all Unit Chairpersons following each Executive Board meeting for action by the membership.

#12 Member Participation:

The policy of this Local is to make every effort possible to take issues to the members for a vote when time is not a factor.

#13 Delegates:

Delegations to Conferences or conventions shall prepare a written report of such conferences or conventions including the theme of the conference, knowledge gained, overview of workshops attended, items of interest to members, value of attendance or recommendations for future participation by the Local.

#14 Press Releases:

Only the Business Manager shall release information regarding Local 37 business to the media. Each release shall be preceded by consultation with the President.

#15 Negotiations (Proposals):

All units will announce and publicize that written signed proposals with reasons and arguments for the request will be accepted at the Union Office, not less than four months prior to the expiration of their respective Collective Agreements.

#16 Resolutions (Canadian Labour Congress):

The members of Local 37 have on occasion requested that we submit resolutions to the Congress's bi-annual convention. These resolutions must have the approval of the membership and must also be submitted in a timely manner in order to be considered at the convention. Therefore, in the month of October in each odd numbered year, the membership shall be informed that potential resolutions will be accepted at the November meeting. Resolutions approved by voting at the January meetings shall then be submitted to the Canadian Labour Congress.

#17 Promotion of member participation at local unit meetings:

17.1 An amount available per local unit, not to exceed \$50 per month.

17.2 The amount to be requested by the unit executive each month that is required.

- 17.3** Months where no meeting is held, the unit will not be eligible for the promotion fund.
- 17.4** If the entire amount is not spent in a particular month, the money can be accumulated up to a total of \$150 (to allow promotion of higher profile meetings such as fall kick-off or end of season wrap up).
- 17.5** Funds cannot be requested for a meeting with no expenditure occurring.
- 17.6** Expense reports to be submitted every three months to the Local 37 Union office with applicable receipts.

#18 Arrears:

Should any Member of Local 37, through no fault of their own, find that they are in arrears; arrangements will be made between the member and the Business Manager to clear up any indebtedness.

#19 Bursaries:

So as to not discriminate against any sibling of a Local 37 member, bursaries will be awarded to any student. The selection process will be conducted by random draw only of those applicants submitted.

Successful applicants will be required to provide proof of enrolment (i.e. letter from school confirming acceptance) into a post secondary education program along with a picture. This signed letter is to include the seal of the school, if available, and submitted by October 31st of that year. Recipients can only receive a Local 37 bursary one time.

#20 Fund-Raising Prizes:

Local 37 union office to provide prizes in house not to exceed \$250.00 in support of fund raising events. ie Provincial Bowling tournaments, Curling Bonspiels, Baseball and/or hockey tournaments.

#21 Giving out IBEW Pins at 25 Year Club:

Local 37 union office to provide IBEW Local 37 pins to all members joining the 25 Year Club.

Updated November 2008

#22 Support of Different Charities:

In order to address the various charitable requests to purchase advertising that IBEW Local 37 receives each year, it is decided to implement an annual budget of up to \$1500.