

## **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 calls or personal Internet access will be reimbursed.
- 3.8** Car Rental: If a rental vehicle is required, prior approval must be granted by the Union Office/Business Manager.

## **#4 Carpool Expenses**

- 4.1** A member who is required to travel in excess of 80km return to their home unit meeting shall be paid \$0.20 per km. Where there is no home unit meeting, travel to the nearest unit meeting will be reimbursed once a month.
- 4.2** When car pooling, the following rates will apply to the driver:
- \$0.25 per km when two members travel together
  - \$0.30 per km when three members travel together
  - \$0.35 per km when four members travel together
  - \$0.40 per km when five members travel together.
  - \$0.45 per km when six members travel together
  - \$0.50 per km when seven 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 \$150 on IBEW merchandise (cannot be substituted for cash). 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 Request:**

- 8.1** All benevolent requests shall be submitted to the Unit Chairperson. A request can also be submitted to an Executive Board Member, or to the Union Office who shall then consult with the Unit Chairperson regarding the request. All requests will be forwarded to the Local Union Executive Board for approval.
- 8.2** The purpose of this policy 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 request financial disclosure of any applicant.
- 8.4** Where possible the identity of applicants shall be respected and only the amount requested and Unit involved will be reported.
- 8.5** Each request is for \$300 with a limit of two requests per year, per member.

## **#9 Support of Charities:**

The Local is authorized to spend up to \$1500 annually for the purchase of advertising in support of various charitable organizations.

## **#10 Business Manager's Report:**

The Business Manager shall provide a 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 Manger's report, committee reports and financial statements shall be provided 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 Media Relations:**

Only the Business Manager, or their delegate, shall release information regarding Local 37 business to the media. All released information shall be preceded by consultation with the President, whenever possible.

### **#15 Negotiations (Proposals):**

As a guideline, Local 37 will announce that written proposals from members (under the expiring agreement) will be accepted by the union office, not less than four months prior to the expiration of a collective agreement.

### **#16 Promotion of member participation at local unit meetings:**

- 16.1** An amount available per local unit, not to exceed \$50 per month in IBEW merchandise.
- 16.2** The amount to be requested by the unit executive each month that is required.
- 16.3** Months where no meeting is held, the unit will not be eligible for the promotion fund.
- 16.4** 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).
- 16.5** Funds cannot be requested for a meeting with no expenditure occurring.
- 16.6** Expense reports to be submitted every three months to the Local 37 Union office with applicable receipts.
- 16.7** Local 37 Membership Pins (5, 10, 15, 20, 25, 30, 35, 37, 40 years) will be presented at Unit Meetings at a member's request. Pins recognizing current milestone will be at no extra charge and past recognition pins can be purchased at the Union office for a nominal fee.

**#17 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.

**#18 Bursaries:**

To be eligible for a Local 37 bursary, applicants must be a dependant child, or spouse, of a Local 37 member and be enrolled in a post secondary education program. The selection process will be conducted by random draw.

Successful applicants will be required to provide proof of enrolment (i.e., letter from school confirming acceptance) into a post secondary education program. 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.

**#19 Event Prizes:**

Local 37 union office to provide prizes in-house, not to exceed \$250.00 (per request) of IBEW merchandise in support of events, e.g., provincial bowling tournaments, curling bonspiels, baseball and/or hockey tournaments, safety meets, etc.

**#20 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.