

AUCE PROVINCIAL
POLICIES AND PROCEDURES

AUCE PROVINCIAL POLICIES AND PROCEDURES

TABLE OF CONTENTS

AUCE Provincial Policies & Procedures1
Duties of the Provincial Executive1
Provincial Committees2
Provincial Full-Time Representative3
Finances4
Organizing5
Newsletter6
Various6
 Affiliation
 Cross Local Package
 Local Requests to See Candidates
 Provincial Office
 Short Term Leave of Absence
 Tabulating Committee
 Wage & Price Controls
Resolutions of Support7
 CASA
 Child Care
 Interior Public University
 Provincial Colleges Act
 Public Service Unions Coordinating Committee
 Right to Strike
 T.A.'s
Dated Resolutions8

CONVENTION DATES

- First Annual Convention - September 1974
- Second Annual Convention - June 1975
- Special Convention - November 1975
- Third Annual Convention - June 1976

AUCE PROVINCIAL POLICIES & PROCEDURES

That past, present and future resolutions passed at AUCE Provincial Conventions be gathered into a looseleaf booklet entitled - AUCE Provincial Policies and Procedures.
June 1976

DUTIES OF THE PROVINCIAL EXECUTIVE

Provincial Legislation

That the Provincial Executive be charged with the responsibility of keeping track of Provincial Labour legislation.
Sept. 1974

BC Ministry of Education

That a person be appointed to research and follow all actions and publications of the BC Minister of Education and report back to the Provincial Executive on any relevant material to AUCE.
Sept. 1974

Educational Program

That a committee of the Provincial Executive be struck to implement an educational program serving the various needs of the Locals of AUCE and that these services are to be available to the Locals. These services would be available to the Locals no later than the fall.
June 1975

Status of other Employees

Be it resolved that the Provincial Executive of AUCE investigate the status of employees at other post secondary institutions and to make a report at the next Provincial Convention.
November 1975

Affiliation

That the Provincial Executive be instructed to:

- 1) Investigate the question of affiliation with other Labour Organizations or Unions
- 2) investigate affiliation on a Local, Provincial and National basis
- 3) report their findings and recommendations at the next Annual Convention.

Nov. 1975

Women's Organizations

That the Provincial Association will co-operate and work with women's organizations or unions in areas where their interests are in common with those of the Provincial Association.
June 1976

Research

The Provincial Association will be responsible for providing research and documentation for the locals in the following areas:

- a. Federal and Provincial legislation or developments, particularly in the fields of labour, women, and education, or any other developments that may affect the membership of the Provincial:
- b. The activities of other unions which may be of interest to the locals;
- c. Labour Relation Board rulings;
- d. Anti-Inflation Board rulings;
- e. A summary of arbitration cases that may be useful to the locals;
- f. General research pertaining to women that may be useful to the locals;
- g. Statistical information on such subjects as labour, economics, and women, and on other matters that may be useful to locals, especially in contract negotiations;
- h. Any other general research that the Provincial feels may be relevant to the membership.

June 1976.

Conventions

The Provincial shall assume responsibility for the preparations for the next Annual Convention, any Special Conventions, and any Provincial committee meetings.

PROVINCIAL COMMITTEES

Job Evaluation

That a committee of the Provincial Association be struck to advise and assist the Locals on implementation of job evaluation and job classification programs.

Sept. 1974

Salaried Positions

That AUCE strike a committee to draw up the terms of reference and duties for any salaried positions of the Provincial Association and report to the Provincial Executive within one month of the Convention.

June 1975

Provincial Council

That the Provincial Convention strike a committee to study the concept of a Provincial Council, to study proposals to change the structure of the Provincial Executive to a Provincial Council of Locals with representatives elected from each Local to refer back to the Locals before the next Provincial Convention and to present these proposals to the next Provincial Convention. This committee is also to study the constitution and its effects on creating this structure.

June 1975

Women in the Workforce

The seminar on Women in the Workforce recommends to the Provincial Convention that they strike an Ad Hoc Committee composed of representatives of all locals which will be charged with setting up seminars for all AUCE members on the question of women in the workforce, and also to set up a conference to be open to members of other unions and unorganized workers wishing to join unions, in order to discuss the question of women in the workforce and to share our experience with them.

June 1975

Constitutional Amendments

Whereas the events of this Convention have indicated that certain sections of the Provincial Constitution are not adequate or sufficiently specific to deal with some of the issues facing the Provincial Association,

Therefore be it resolved that an ad-hoc committee be struck at this Convention which would be charged with studying constitutional amendments to overcome these difficulties. This committee would work under the direction of and in conjunction with the Provincial Executive. The committee would study the constitution as a whole but concentrate especially on the following sections:

1. Section 14-D Resolutions and Constitution Committee - possible amendment to make this committee function year-round, not just immediately prior and during the Annual Convention.
2. Amendments to all parts of the Constitution regarding Annual Conventions to include Special Conventions.
3. Possible amendment of Section 7-B to include part-time as well as full-time paid officers. This committee's purpose would be to ensure that all proposed amendments to the Provincial Constitution be as fully discussed at the local level memberships as possible well in advance of subsequent conventions.

That this ad-hoc committee consist of at least 1 member from each local.

Nov. 1975

SORWUC

That AUCE Provincial Executive establish a joint committee with SORWUC to organize unorganized workers and that this committee report to future conventions.

June 1976

Cross Local Committees

If two or more locals request the establishment of a cross-local Committee, then the Provincial Association shall help establish such committee. If the cross-local committee is composed of three or more locals, any expenses incurred by this committee will be paid by the Provincial, subject to prior ratification by the Provincial Executive. If the cross-local committee is composed of only two locals, the expenses shall be shared 50% by the Provincial Association and 50% to be shared on an agreed basis subject to prior ratification by the locals and Provincial Executive.

June 1976

Wage & Price Control

The Provincial shall encourage locals of the Association to form local wage and 'price' control committees, and that these committees meet jointly as a provincial committee. Further that the Provincial in cooperation with these committees actively oppose this legislation in cooperation with the rest of the trade union movement and other interested groups. Further that the Provincial Executive be instructed to report to the locals bi-monthly as to the progress of this activity.

June 1976

T.A.'s

That the Provincial Executive set up a committee to investigate the T.A. situation. That this committee report to the Local Associations within 2 months.

That this Convention support in principle the chartering of the T.A.'s at SFU as a local of AUCE.

June 1976

PROVINCIAL FULL-TIME REPRESENTATIVEReferendum

That a referendum be conducted recommending that the Secretary-Treasurer be a full-time paid position on the Provincial Executive.

Nov. 1975

Salary

That the salary of the Secretary/Treasurer would be the same as her/his regular job rate, plus benefits.

June 1976

Referendum

Be it resolved that a referendum ballot be held to decide whether a Secretary/Treasurer or a Union Organizer should be a full time paid position.

That this be the question;

Should the full time paid position:

- 1) continue to be held by the Secretary/Treasurer
- 2) be occupied by the Union Organizer (not the Secretary/Treasurer)

June 1976

Job Description

Be it resolved that the following be adopted as a job description for a Provincial full-time rep.

1. The full-time rep. will be responsible for the co-ordination and production of the

bi-monthly provincial newsletter, under the direction of the Provincial Executive and/or any Provincial newsletter committee.

- ii. The full-time rep. will primarily be responsible for the research that the Provincial Association requires, and for publishing the bi-monthly research report for all locals.
 - iii. The full-time rep. will be responsible for the coordination and production of the bi-monthly cross-local report under the direction of the Provincial Executive and/or any Provincial cross-local report committee.
 - iv. The full-time rep. will be responsible for the preparation and coordination, if requested, of any Provincial conventions, cross-local committee meetings, Provincial Committee meetings, or any other meetings held under the auspices of the Provincial Executive.
 - v. The full-time rep. will be responsible for the maintenance and running of a Provincial office, and ensure that the office is open and available to Association members at certain regular times to be designated by either the convention or the Provincial Executive.
 - vi. The full-time rep. will be responsible for any administrative or clerical duties assigned to her/him by the Provincial Association.
 - vii. That the full-time rep. shall aid in the organization of the locals.
 - viii. Notwithstanding the above, the priorities and direction of day to day work of the organizer shall be the responsibility of the Provincial Executive between conventions.
- June 1976

Service of Locals

If 2/3 of a quorum of the Provincial Executive so approve, any local of the Association may be granted the services of the full-time rep. for a period of up to 10 working days during the period between Annual Conventions. It is understood that the work and activity of the Provincial will not be unduly hindered by such request.

FINANCES

Fiscal Year

That the Provincial Executive be authorized to establish a fiscal year and work in consultation with the Locals to establish the same fiscal year.

Sept. 1974

Auditor

That we accept the decision of the chair to appoint an auditor.

Sept. 1974

Fiscal Year

That the Fiscal Year be April 1 to March 31.

June 1976

Auditor

To reappoint auditors until the next Annual Convention.

June 1976

Auditor

That the Provincial Executive be instructed to have alternate recommendations for the next Convention regarding auditors.

June 1976

Budget

That the Secretary/Treasurer (in cooperation with the Provincial Organizer if such a position is approved) be required to present at the beginning of the spring annual convention a budget for the Provincial Association for the following fiscal year to be voted on at the end of the spring annual convention.

June 1976

Increasing the Per Capita Tax

That a referendum be conducted among the membership on the question of changing Section 15 Part A and B.

Section 15: REVENUE AND FINANCES

- A. The revenue of the Provincial Association shall be derived from a per capita tax of \$2.00 per member per month, excluding those members unemployed as dealt with in Sections 4G, 4H and 4I of this Provincial Constitution. The amount of the per capita tax shall be changed only by a majority of ballots cast in a referendum of the Provincial Association membership.
- B. 25¢ of the per capita tax shall be deposited in the strike fund.

ORGANIZING

The Provincial Association of AUCE shall provide information and encouragement to any group of workers who are considering joining a Union or of organizing an independent Union and who request such information and assistance. Such requests must be in writing to the Provincial Executive.

June 1975

Be it resolved that AUCE support, in theory and in practice, the organization of non-organized workers who are covered by the jurisdiction outlined in Section 3 of the Provincial Constitution.

Nov. 1975

That the Provincial Association encourage and assist locals to organize new bargaining units where feasible and desirable, but that locals must be in consultation with the Provincial Association and its executive.

Nov. 1975

The Provincial Association will actively initiate the organization of new locals of AUCE, and further, the Provincial Executive will bi-monthly inform the locals as to the progress of this activity.

June 1976

The Provincial Association will actively, in cooperation with any other unions or organizations, aid in the organization of unorganized workers, in particular clerical workers. Further that the Provincial Executive inform the locals within two months of this Convention as to the Progress of this activity.

June 1976

NEWSLETTER

That the Provincial Council be in charge of publishing a Provincial Newsletter which shall be put out every other month, and the first issue of which shall appear no later than two months after the present convention.

June 1975

Be it resolved that a standing Newsletter Committee of AUCE be struck to publish a Provincial Newsletter four times yearly on behalf of the Provincial Executive. The Secretary/Treasurer chair the Committee and that each local delegate one representative to serve on this committee.

Nov. 1975

There be the publication of a bi-monthly provincial newsletter for the membership of the Association.

June 1976

VARIOUS

Affiliation

That the question of affiliation to CCU and other alternative bodies be presented to the AUCE membership over the next 12 months and that articles pro and con such affiliation be published in the newsletter and be it further resolved that at the next Provincial Convention there be further debate about such affiliation.

June 1976

Cross Local Package

There be the distribution bi-monthly of a cross-local package, consisting of reports and documents pertaining to the activities of individual locals and of the Provincial Executive. This package would contain more detailed reports than the Provincial Newsletter, and would be intended to enable committees and executives to share their resources and experiences.

June 1976

Local requests to see Candidates

That in order that as many members as possible have an opportunity to evaluate the candidates for provincial office before the referendum election is held, those candidates nominated shall be required to attend 1 meeting of each local association which requests their presence within a reasonable time before the referendum is held. The Provincial Association shall pay for any costs incurred, including time lost from work for candidates.

Nov. 1975

Provincial Office

That the Provincial Executive investigate the possibility of sharing downtown office space with SORWUC and implement this possibility if such implementation will further the goals of the Provincial as defined by this Convention and contingent on a membership approved dues increase.

June 1976

Short Term Leave of Absence

That the salary of the person on leave will be the same as their job rate, plus the cost of the employee's share of her/his benefits.

June 1975

Short Term Leave of Absence

That local association may request the Provincial Executive to pay lost time wages on occasion for the short-term appointment of resource persons who take a short-term leave of absence from their job in an AUCE bargaining unit to perform such duties as may be required by a local association. That there be a time limit of 60 days on such appointments, which may be renewable at the Executive's discretion.

Nov. 1976

Tabulating Committee

That two alternates be elected to the Tabulating Committee.

Sept. 1974

Wage and Price Controls

Whereas Bill C73 provides wage controls and no real price and profit controls. And whereas all working people must work together if this legislation is to be defeated. Therefore be it resolved that the AUCE Provincial Association protest Bill C73 and any provincial parallel legislations and support locals in similar action.

Nov. 1975

RESOLUTIONS OF SUPPORT

CASAW

That the delegates at the 4th annual AUCE Convention support the demands of CASAW workers that 1) the Contract be re-opened

2) there be no reprisals by the company against the strikers

And further that \$300 be sent to the CASAW office in Kitimat to help pay legal expenses.

And further that this motion be reported to the press and sent via telegram to the CASAW membership meeting this afternoon as soon as possible.

June 1976

Child Care

Whereas our union represents a great many people of child-bearing age, and whereas we believe that child rearing should be a social activity and not the total responsibility of working parents, and whereas children have the rights to a rich and varied social environment in which to grow, and whereas children benefit from the labour of working parents, therefore be it resolved that AUCE supports and encourages efforts to obtain quality, freely-available child care and urges its locals to negotiate contract provisions with this aim.

Nov. 1976

Interior Public University

Be it resolved that AUCE supports the formation of the Public Service Unions Coordinating Committee.

June 1976

Right to Strike

That the AUCE Provincial Association issue press releases which condemn all present or future government legislation which removes or curtails the rights to strike.

June 1976

T.A.'s

That this Convention support in principle the chartering of T.A.'s at SFU as a local of AUCE.

June 1976

DATED RESOLUTIONS

That each Local elect two reps. before the end of October.
Sept. 1974

That at this convention the two representatives from each Local form a Council to act as an interim Provincial Executive until the Fall Convention.
June 1975

That subject to the approval of the Convention, the AUCE provincial executive waive the per capita tax to AUCE Local 2 until the implementation of a dues check-off.
June 1975

That this Convention instructs the Provincial Council to make provisions to elect from amongst themselves a person to work for the Provincial July 1, 1975 until the Fall Convention. That this person would work under the direction of the Council in three main areas: communication between the Locals, including editing the Newsletter; service to the Locals, the smaller having priority over the larger, and service during negotiations having priority over other times; assist and coordinate efforts by Locals to prepare for the Fall Convention.
June 1975

RESOLUTIONS PASSED AT THE FOURTH ANNUAL AUCE CONVENTION 1977.

Recommendations for AUCE/SORWUC Committee

1. That the AUCE/SORWUC Committee should include the Provincial full-time person and at least one representative from all locals of AUCE.
2. That activities of this committee be reported in the Provincial Newsletter.
3. That AUCE members continue to work with SORWUC members to organize unorganized workers and promote union democracy.
4. That this committee discuss the possibilities of merger, affiliation or other formal joint structures with SORWUC such that AUCE members may have more direct input and control in the organization of unorganized workers by this committee.
5. That the AUCE/SORWUC Committee be authorized to organize a joint stewards seminar and other joint educational activities.

That a Committee be set up by this Convention to discuss the procedures for affiliation to the CLC and the CCU and other alternatives and to present its results to the next convention, publishing them and discussing them in the locals at least 3 months prior to the next Convention.

That AUCE Provincial will work in conjunction with the AUCE locals to ensure that the government work programs do not undermine the security, benefits and wages of AUCE workers.

That at the request of the locals the full-time representative shall spend 1 or 2 days at each local every second month.

That in the next year the priority of the Provincial Association will be to assist in better organizing and strengthening the local associations.

To achieve this objective the following measures are proposed:

A. Executive Meetings

That the Provincial Secretary/Treasurer attend Executive meetings of the Local Associations on a regular basis with the permission of the local.

B. Seminars

That the Provincial Executive hold a Contract Seminar, a Grievance Seminar, and an Organizational Seminar at least once a year and that provision be made for 4 representatives from each local to be paid for time lost from work to attend these seminars. Locals may send other representatives paid for by the local.

C. Courses

That the Provincial Executive identify pertinent courses on Labour Relations, encourages AUCE members to attend such courses and pay one/half of the tuition for these courses for persons approved by the local executive and that persons who have taken these courses serve as resource people to their own and other locals whenever possible.

D. Provincial Newsletter

That Provincial Newsletter will be published after every Provincial Executive meeting and will contain a report on the decisions of that Executive meeting, the Local Reports presented at the meeting, as well as other articles.

That AUCE Provincial Association look into the feasibility of a conference of unions and staff associations representing employees at colleges and universities in B.C. to meet and discuss our common interests and problems.

That AUCE continue to participate in the public sector Employees Council. That the Provincial Executive elect representatives to serve on this Council.

Resolutions con't

That a priority of AUCE Provincial Association will be to continue the struggle for better maternity and child care benefits.

That the Provincial Convention confirm the decision of the Provincial Executive to donate \$200 per month towards the salary of the full time office person of the United Bank workers and that this remain in force until the next Convention.

That the previous motion shall be subject to ratification or rejection by the Provincial Association membership in a referendum vote.
(it was rejected)

The Provincial Association shall organize a newspaper clipping service run by volunteers and send copies of such clippings to the locals.

That the 5th Annual Convnetnion be held in May.

That the Provincial Association of AUCE provide funding for an organizer paid at the regular T.A. salary rate, who is familiar with the issues related to organizing T.A.'s, for a 7 weeks period ending August 12, to assist our efforts until the end of the semester.

Be it clearly understood that this request is for a special short-term funded support commitment from the Provincial Association, which should not jeopardize any other other long-term organizing commitments it may wish to undertake.

That the Annual Convention of AUCE call for a ten (10) year moratorium on the construction of ALL pipelines through or near native lands where land claims have not been settled - including the MacKenzie Valley, the South Yukon (the Alcan route) central and eastern N.W.T. (the Polar Gas Route), the route of the Kitimat pipeline, and that the government(s) involved negotiate land claims responsibly to the satisfaction of the native people involved;

That we demand that the Federal Government stop all consideration and deliberations on these pipelines and establish a "Berger style" inquiry into the whole of the national energy policy of Canada;

That we communicate this resolution directly to the Federal and Provincial governments, and we communicate this resolution and our feelings of solidarity directly to the Dene, Inuit Tapirisat, the Council of Yukon Indians, the B.C. Working Group for a Moratorium, the Kitimat Oil Coalition, and the Thompson Inquiry on the Kitimat Pipeline.

That the Annual Convention of AUCE demands a complete withdrawal of the Bill (C-24 on the rights of immigrants);

That this position be communicated to the Federal Government and to the Committee Against Bill C-24 in B.C.

That the Provincial Association of University and College Employees oppose any attempt by the Provincial Government to limit the ability of Public Sector unions to maintain reasonable wages, rights, benefits and working conditions;

That the Provincial Association call upon the B.C. Federation of Labour and the Public Sector Employees Council to support the Alberta workers in their protest against the Alberta "Public Service Employees Relations Act" and that we further urge these groups to oppose the passage of any similiar legislation in B.C.