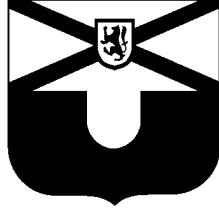


**Nova Scotia Teachers Union**



# **Cumberland Local Operational Procedures**

Approved October 22, 2019

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# Cumberland Local Operational Procedures

## 1.0 DUTIES OF THE GENERAL COUNCIL

The *General Council* shall be those Cumberland Local NSTU members who are in attendance at a general meeting.

The duties of the *General Council* shall include, but are not limited to the following:

1. The *General Council* shall encourage member involvement in the development of goals and objectives for the Local.
2. The *General Council* shall assess ongoing programs of the Local.
3. The *General Council* shall receive Local Executive and committee reports.
4. The *General Council* shall address the views and concerns of NSTU representatives, thus providing direction to the Local Executive.
5. The *General Council* shall debate and resolve routine concerns.
6. The *General Council* shall propose motions for consideration at general meetings.
7. The *General Council* shall provide a mandate for Local Executive action, subject to ratification at a General Meeting.
8. The *General Council* shall periodically review the Local Constitution and Operational Procedures.

### 1.01 DUTIES OF THE LOCAL EXECUTIVE

The duties of the *Local Executive* shall include, but are not limited to the following:

1. The *Local Executive* shall conduct the business of the Local under the direction of the Local's general membership.

2. The *Local Executive* shall present to the Local's Annual General Meeting:
  - a. a financial statement for the preceding fiscal year;
  - b. a proposed budget for the upcoming year;
  - c. a report of the Local's activities for the year, and
  - d. a report of the Local's expected activities for the upcoming year.
3. The *Local Executive* shall receive and disburse all Local funds in accordance with the Nova Scotia Teachers Union's By-Laws, Standing Orders, and Operational Procedures and Local Policies.
4. *Local Executive* members shall regularly attend meetings and perform their duties as required.
5. *Local Executive* members shall present written reports at Local General Meetings regarding their activities.
6. The *Local Executive* may assist educational sites in the election of NSTU representatives and alternate representatives.
7. The *Local Executive* shall be responsible for the administration of all Local Standing Committees. The Local Executive shall have the sole authority to approve all decisions of Local Standing Committees.
8. The *Local Executive* shall call special meetings in the event of an emergency or special need.
9. All *Local Executive* members shall maintain a written record of their work and shall forward it to their successors.
10. A *Local Executive* member shall not hold the position of NSTU Representative.
11. The *Local Executive* shall review the Local Constitution and Operation Procedures and make any necessary recommendations to the General Council.

## **1.02 DUTIES OF THE LOCAL PRESIDENT**

The duties of the *Local President* shall include, but are not limited to the following:

1. The *Local President* shall be the official spokesperson for the Local on Local matters excluding bargaining unit issues.
2. The *Local President* or designate shall preside at all General Meetings and Executive Meetings of the Local.

3. The *Local President*, in consultation with the Local Secretary, shall prepare agendas for all General Meetings and Executive Meetings of the Local.
4. The *Local President* shall be an ex-officio member of all Local committees.
5. The *Local President* shall communicate with the General Membership regularly.
6. The *Local President* shall review the Local's Constitution and Operational Procedures during the first meeting of the Local Executive each year.
7. The *Local President*, in consultation with the Local Executive, shall appoint an Executive member with the following responsibilities:
  - a. New Member Contact person,
  - b. Substitute Teacher Contact person,
  - c. Equity Contact person,
  - d. Article 60 representative.
8. The *Local President* shall perform such duties as directed by the Local's General Membership and the Local Executive.
9. The Local President shall be responsible for the Membership Registry.

### **1.03 DUTIES OF THE LOCAL FIRST VICE-PRESIDENT**

The duties of the *Local First Vice-President* shall include, but are not limited to the following:

1. In the absence of the Local President, the *Local First Vice-President* shall assume the duties of the Local President.
2. The *Local First Vice-President* shall present the Local's views concerning improved working conditions for members to the Regional Representative Council and Regional Economic Welfare Committee.
3. The *Local First Vice-President* shall conduct economic welfare training in the Local under the direction of the Regional Representative Council and/or Regional Economic Welfare Committee.
4. The *Local First Vice President* may be the President's replacement signing officer for the Local.

### **1.04 DUTIES OF THE LOCAL IMMEDIATE PAST PRESIDENT**

The duties of the *Local Immediate Past President* shall include, but are not limited to the following:

1. The *Local Immediate Past President* shall act in an advisory capacity to the Local President and the Local Executive.

## **1.05 DUTIES OF THE LOCAL SECRETARY**

The duties of the *Local Secretary* shall include, but are not limited to the following:

1. The *Local Secretary* shall record, maintain, archive, and distribute official copies of the minutes of all General Meetings and Executive Meetings of the Local.
2. The *Local Secretary* shall maintain a record of attendance at all General Meetings and Executive Meetings of the Local.
3. The *Local Secretary* shall provide the Local Constitution, Local Operational Procedures, approved General Meeting Minutes, and approved Executive Meeting Minutes to Local members upon request.
4. The *Local Secretary* shall maintain a current list of contact information for NSTU Representatives and alternates, Local Executive members, and Local standing committee members.
5. The *Local Secretary* shall forward to the NSTU Central Office names and contact information for the Local Executive and Committee Chairs immediately following the Annual General Meeting.
6. The *Local Secretary* shall circulate information regarding Local meetings and other events as directed by the Local Executive.
7. The *Local Secretary* shall provide a copy of all local minutes to the treasurer for inclusion in the year-end financial documents package that is forwarded to the NSTU for auditing.
8. The *Local Secretary* shall maintain all official records of the Local including the Constitution and Operational Procedures, and ensure that appropriate revisions are processed.

## **1.06 DUTIES OF THE LOCAL TREASURER**

The duties of the *Local Treasurer* shall include, but are not limited to the following:

1. The *Local Treasurer* shall chair the Local's Finance Committee.
2. The *Local Treasurer* shall be a bonded signing officer for the Local.
3. The *Local Treasurer* shall administer all financial matters associated with the Local and report to the Local, by means of a financial statement, at General and Executive Meetings.
4. The *Local Treasurer* shall be responsible for an annual audit review of the financial records of the Local in accordance with guidelines prepared by the Finance and Property Committee of the NSTU.
5. The *Local Treasurer* shall prepare a proposed budget for approval at the Annual General Meeting.
6. The *Local Treasurer* shall present the audited annual statements at the Annual General Meeting.
7. The *Local Treasurer* shall be responsible for overseeing the Bursary Fund.
8. The *Local Treasurer* shall ensure the "Local Treasurers Guide: Locals and RRCs" is being followed.

#### **1.07 DUTIES OF THE LOCAL VICE-PRESIDENT – COMMUNICATIONS**

The duties of the *Local Vice-President – Communications* shall include, but are not limited to the following:

1. The *Local Vice-President – Communications* shall chair the Local's Communications Committee.
2. The *Local Vice-President – Communications* shall coordinate and maintain internal communications with members via newsletter/website/social media.
3. The *Local Vice-President – Communications* shall circulate meeting notices and event posters.

#### **1.08 DUTIES OF THE LOCAL VICE-PRESIDENT – PUBLIC AFFAIRS/PUBLIC RELATIONS**

The duties of the Local Vice-President – Public Affairs/Public Relations shall include, but are not limited to the following:

1. The *Vice-President – Public Affairs/Public Relations* shall chair the Public Affairs/Public Relations Committee.
2. The *Vice-President – Public Affairs/Public Relations* shall maintain relationships between NSTU and government, members, media, and parents.
3. The *Vice-President – Public Affairs/Public Relations* shall be responsible for coordinating member engagement activities.

### **1.09 DUTIES OF THE LOCAL VICE-PRESIDENT – PROFESSIONAL DEVELOPMENT**

The duties of the *Local Vice-President – Professional Development* shall include, but are not limited to the following:

1. The *Local Vice-President – Professional Development* shall chair the Local's Professional Development Committee.

### **1.10 DUTIES OF THE LOCAL MEMBER-AT-LARGE**

The duties of the *Local Member-at-Large* shall include, but are not limited to the following:

1. The *Local Member-at-Large* shall perform such duties as determined by the Local Executive in consultation with the General Council.
2. The *Local Member-at-Large* shall participate in at least one of the Local standing committees.



## 2.00 DUTIES OF THE NSTU REPRESENTATIVE

The duties of the *NSTU Representative* shall include, but are not limited to the following:

1. The *NSTU Representative* shall request time on staff meeting agendas for NSTU updates, which may include:
  - a) Obtaining member thinking on professional and economic matters;
  - b) Disseminating information to members concerning Local and Provincial matters.
2. The *NSTU Representative* shall communicate educational site member concerns to the General Council.
3. The *NSTU Representative* shall be knowledgeable about the policies and procedures of the Local and the NSTU.
4. The *NSTU Representative* shall direct member requests to the appropriate Local, Regional, or Provincial authority.
5. The *NSTU Representative* shall encourage new member involvement with Local activities.
6. The *NSTU Representative* shall attend General and Special Meetings of the Local.
7. The *NSTU Representative* shall distribute material received from the Local, Regional or Provincial NSTU to members on site.
8. The *NSTU Representative* shall conduct educational site votes as directed by the Local, Region, or Provincial NSTU.
9. The *NSTU Representative* shall aide the Local President in the collection of information for the Membership Registry.
10. The *NSTU Representative* shall promote a united teaching profession.

### **3.00 DUTIES OF LOCAL COMMITTEES**

The duties of *Local Committees* shall include, but are not limited to the following:

1. All *Local Standing Committees* are subcommittees of the Local Executive and as such, decisions of Standing Committees are subject to the approval of the Local Executive.
2. All *Local Standing Committees* shall be chaired by a Local Executive member or designate.

### **3.01 DUTIES OF THE FINANCE COMMITTEE**

The duties of the *Local Finance Committee* shall include, but are not limited to the following:

1. Administer the audit review for the year.
2. Prepare a proposed budget for approval at the annual general meeting.
3. Develop and revise Guidelines for NSTU Local Expenditures (Please see Appendix 2).

### **3.02 DUTIES OF THE NOMINATING COMMITTEE**

The duties of the *Local Nominating Committee* shall include, but are not limited to the following:

1. The *Local Nominating Committee* shall follow all requirements for the election for Provincial Executive as outlined in the NSTU Guidebook and/or as directed by the NSTU.

## 2. Election of President

- a. The *Nominating Committee* shall receive nominations for the position of Local President by the second Friday in April.
- b. The chair must contact the NSTU to request voting keys/ballots.
- c. The *Nominating Committee* shall compile data sheets on all nominees and circulate to all educational sites by the fourth Friday in April.
- d. The *Ordinary Voting Day* for the election of Local President shall occur on the second Wednesday in May.
- e. The Chair of the *Nominating Committee* may request, from the President, the use of one of the Local President release days.
- f. When voting on-line, teachers who will not be in school on election day, may request their voting key in advance of election day from their NSTU Representative.
- g. In the event that a ballot vote is required, the *Nominating Committee* shall conduct an Advance Poll on the first Wednesday in May at a site to be determined by the Committee.
- h. In the event that a ballot vote is required, ballots are to be counted by the *Nominating Committee* and the outcome reported to the Local Executive and candidates immediately following the vote.
- i. In the event that a ballot vote is required, ballots are will be sealed for thirty (30) days following the election and placed with the *Nominating Committee* Chairperson. After thirty days the ballots will be destroyed.

## 3. Administer the election of Local Executive members by:

- a. circulating notice of nominations to all NSTU representatives at least three (3) weeks prior to the Local's Annual General Meeting;
- b. presenting candidates for each open position at the Local's Annual General Meeting after making three calls for any further nominations;
- c. conducting the vote through secret ballot; and
- d. ensuring the destruction of ballots following the elections through motion.

## 4. Oversee the election of Local Annual Council Delegates.

## 5. Establish guidelines for election of NSTU representatives.

### **3.03 DUTIES OF THE COMMUNICATIONS COMMITTEE**

The duties of the *Local Communications Committee* shall include, but are not limited to the following:

1. Promote the positive image of teachers of the Local.
2. Promote and explain the aims and goals of the Local and NSTU.
3. Coordinate internal communications with members.
4. Circulate information received from Local leaders and Local Committees to the general membership and other interested stakeholders.
5. Liaise with the Provincial Political Action Committee.

### **3.04 DUTIES OF THE PUBLIC AFFAIRS/PUBLIC RELATIONS COMMITTEE**

The duties of the *Local Public Affairs/Public Relations Committee* shall include, but are not limited to the following:

1. Liaise with the provincial NSTU Public Relations Committee.
2. Sponsor, coordinate, and host a variety of activities for Local members as directed by the Local Executive.
3. Maintain a contact file of MLAs, MPs, municipal council members, and other persons with an interest in public education.
4. Meet with MLAs in order to maintain an open line of dialogue between the Local and the government.
5. Liaise with the Provincial Political Action Committee

### **3.05 DUTIES OF THE PROFESSIONAL DEVELOPMENT COMMITTEE**

The duties of the *Local Professional Development Committee* shall include, but are not limited to the following:

1. Organize professional development activities, seminars, and workshops for the Local.

2. Advise the Local Executive regarding professional development issues.
3. Liaise with the provincial NSTU Professional Development Committee.

### **3.06 DUTIES OF THE RESOLUTIONS COMMITTEE**

The duties of the *Local Resolutions Committee* shall include, but are not limited to the following:

1. Inform the Local's General Membership of submission procedures and time lines.
2. Assist members in preparing resolutions and accompanying briefs for submission.
3. Submit Local resolutions which were approved at the Local's General Meeting to the provincial Resolutions Committee. Ensure that NSTU Central Office receives a copy of the minutes for the General Meeting where resolutions were approved.

### **3.07 DUTIES OF THE NEW MEMBER COMMITTEE**

The duties of the *Local New Member Committee* shall include, but are not limited to the following:

1. Encourage new member engagement in Local activities.
2. Organize professional development opportunities for early career teachers and substitute teachers.
3. Keep current with regional and provincial hiring practices and contractual issues affecting new members.

### **3.08 DUTIES OF THE RETIREMENT EVENT COMMITTEE**

The duties of the Retirement Event Committee shall include, but are not limited to the following:

1. Organize and oversee the Cumberland Local Retirement Event.

#### **4.00 MEETING PROTOCOLS AND AGENDAS**

1. All Local General Meetings shall be scheduled prior to the first day of classes and the date, time, and location shall be posted in every educational site within the Local by September.
2. The Local shall be governed by Parliamentary Procedures as set forth by the Provincial Executive.
3. The Local will include a Restorative (Relational) Approach philosophy when conducting meetings.
4. Local Resolutions to Annual Council must be approved at a General Meeting and should fall under New Business.
5. Election of Local Annual Council Delegates must be conducted at a General Meeting and should fall under New Business.
6. Filing of the Local's Financial Statement for the previous school year must be approved at the Local's Annual General Meeting and should fall under the Treasurer's Report.
7. Adoption of a Budget for the following school year must be approved at the Local's Annual General Meeting and should fall under New Business.
8. Election of Local Executive Members must be conducted at the Local's Annual General Meeting and should fall under New Business.

#### **4.01 LOCAL GENERAL MEETING AGENDA**

1. Call to Order
2. Adoption of Agenda
3. Disposition of the Minutes from previous meeting
4. Correspondence
5. Reports from Local Officers and others
  - a. President
  - b. Treasurer
  - c. First Vice-President
  - d. Vice-President – Communications
  - e. Vice-President – Public Affairs/Personal Relations
  - f. Vice-President – Professional Development
  - g. Secretary
  - h. Member-at-Large
  - i. Regional Representative Council Member
  - j. Provincial Executive Member
  - k. Article 60
  - l. Staff Liaison Officer
6. Unfinished Business
7. New Business
  - a. Call for member concerns
8. Announcements
9. Adjournment

#### **4.02 LOCAL EXECUTIVE MEETING AGENDA**

1. Call to Order
2. Adoption of Agenda
3. Disposition of Minutes from previous meeting
4. Correspondence
5. President's Report
6. Reports from Committee Chairs
  - a. Finance Committee
  - b. Nominating Committee
  - c. Communications Committee
  - d. Public Affairs/Public Relations Committee
  - e. Professional Development Committee
  - f. Resolutions Committee
  - g. New Member Committee
7. Report from First Vice President
8. Report from Regional Representative Council member
9. Report from Provincial Executive member
10. Unfinished Business
11. New Business
12. Announcements
13. Adjournment

#### **5.00 LEADERSHIP TRAINING**

1. Annually there shall be an inservice session for Local Executive and NSTU Representatives on the topic of governance principles and practices which includes roles and responsibilities, fiduciary obligations, and constitutional requirements.
2. Annually there shall be leadership training for Local NSTU Representatives.

## **6.00 HONOURARIA**

1. Local Executive Members of the Cumberland Local shall receive an honouraria, which is a taxable benefit. The amount of the honouraria shall be ratified at the Annual General Meeting through the adoption of the budget. Current honouraria are as follows: President \$2,400; Treasurer \$2000; and all other Executive positions \$1000.
2. The honouraria is paid in one lump sum and paid through NSTU Central Office in the spring.

## **7.00 ANNUAL COUNCIL DELEGATE SELECTION PROCESS**

1. Delegate selection to Annual Council shall be based according to the following priority:
  - a. The President of the Local is a voting delegate,
  - b. First VP is a voting delegate, and
  - c. Executive member(s).
2. The Local may sponsor Observers to Annual Council.
3. Whereas an executive member does not go as a Voting or Alternate Delegate member, the local will fund one executive member to be present at council weekend.

## **8.00 MEMORIAL FUND**

1. In the event of a death of an active member, a floral arrangement or equivalent donation to a maximum of \$100.00 shall be sent on behalf of the Local. The Local Executive is responsible for arrangements.
2. An annual memorial donation will be made on behalf of the Local to a charity(s), located within the Local, and chosen by the membership at the AGM.

## **9.00 BENEVOLENT FUND**



1. The Benevolent Fund provides financial assistance for a teacher and family where there is little or no protection through pension, sick leave, credit union, medical service benefits, insurance, banks, etc.
2. A sum of \$500 is maintained in annual grants. Merits and assistance are determined by the Local President, Secretary, and the Treasurer on behalf of the Executive.
3. Requests should be in writing to the President, Cumberland Local, Nova Scotia Teachers Union, 38 Havelock Street, P.O. Box 6, Amherst, Nova Scotia, B4H 1X0. Letters should be sufficiently detailed to give an understanding of the hardship faced.

## **10.00 CUMBERLAND LOCAL BURSARY**

The Cumberland Local shall reserve an amount not to exceed 10% of the Local Operating Budget for student bursaries.

Cumberland Local Bursary's are distributed on an annual basis as follows:

1. Grade 12 graduating students who are registered to attend a post-secondary institution.
2. Past grade 12 graduates who are registered to attend a post-secondary institution
3. Recipients must be dependents of full members of the NSTU Cumberland Local under the age of 22.
4. Approved Applicants shall receive a bursary of up to \$499.00.  
*Note: Revenue Canada Regulations*
5. No applicant shall receive more than one bursary from the Cumberland Local.
6. The application must be submitted to the Treasurer via the Cumberland Local Bursary form by the specified date in April.
7. The Treasurer shall forward bursary criteria and application form to all schools by early February.
8. The Treasurer of the Local shall forward to each principal in the month of June, letters to be presented to award recipients during graduation exercises.
9. The Local Executive shall publish the names of recipients in an appropriate publication.

10. Funds not awarded in any one year must be reapplied for and the applicant must meet all criteria at time of reapplication.

## **11.00 CONFERENCE FUND**

1. NSTU Sponsored Conferences:
  - i. Attendance shall be determined by the Local Executive.
2. Member Conferences:
  - i. Conference fund grants shall be available to active NSTU members;
  - ii. Conference fund grants shall be limited to one conference per person per fiscal year;
  - iii. For purposes of the grant, October Professional Associations conference will not be considered;
  - iv. Prior to seeking funding from the Local, a teacher shall make application to the Article 60 PD Fund. If Article 60 funds are insufficient or exhausted by the teacher or the PD committee for a budget year, teachers may apply directly to the Local fund.
  - v. Completed application form must be received by the Local Executive for the Executive Meeting prior to the conference start date;
  - vi. Approval to fund conference attendance shall be at the discretion of the Local Executive.
  - vii. The amount approved to attend a conference shall be to a maximum of \$1500 after Article 60 funds have been determined.
  - viii. Final payment of conference costs shall be paid upon receipt of:
    - a. Receipts for all expenditures;
    - b. A written report, outlining the professional benefits of the conference to the member, and
    - c. The report is to be received within 60 days of the completion of the conference. The written report shall be forwarded electronically to the Treasurer and the VP Communications for posting on the Cumberland Local website.
  - ix. The approved applicant may be requested to provide professional development assistance to the Local.
  - x. Upon approval of a conference grant, request for an adjustment of the award by a recipient shall not be considered by the Local Executive.
3. CONTACT Conference:

The Cumberland Local shall sponsor one member to attend the CONTACT Conference each summer. Written application shall be received by the Local President for consideration at the June meeting of the Local Executive. The Executive will select a member from submissions based on the following criteria:

- i. Priority will be given to applicants who have not been sponsored previously by the Local to attend this conference, and who will be returning to the Local in the upcoming school year;
- ii. Members who state relevance/usefulness of the CONTACT theme to their position;
- iii. If no applications are submitted on time, the Local Executive may consider applications after the June deadline.

## **12.00 SPECIAL PROJECTS FUND**

An annual fund shall be used for approved projects subject to the following conditions and limitations:

1. Approval of Special Projects funding shall be available to active NSTU members.
2. Approval of project funding shall be at the discretion of the Local Executive.
3. The project to be funded shall be an innovative teacher-led or co-curricular activity.
4. Grants of up to \$500 will be vetted at the February executive meeting.
5. Approval of projects shall be limited to one project per person per fiscal year.
6. Projects eligible for funding by the regional centre shall not be considered under this program.
7. Transportation costs and entry fees for school trips will not be funded.
8. Costs associated with in-school presentations and guest speakers will not be covered.
9. Materials purchased with Special Projects funds will remain the property of the school.
10. All receipts must be submitted to the Local Treasurer by June 30 of that same school year.

## **13.00 PROFESSIONAL RESOURCE FUND**

The intent of this fund is to support teachers by aiding in the purchase of professional resources. An annual fund shall be used for approved professional resources subject to the following conditions:

1. Approval to purchase professional resource material shall be available to active NSTU members.
2. Professional Resource material is defined as those materials to be used by teachers to support their professional goals; these materials are not to be used directly by students.
3. Approval of Professional Resource Fund applications shall be at the discretion of the Local Executive.
4. Professional resources may be in hardcopy or electronic form. Examples of resources include: Magazine subscriptions, on-line sites related to Education, professional books and texts, etc.
5. The Professional Resource Fund may assist members with unrecovered costs of Professional Resource materials to a total of \$100.
6. Members may make one application per school year.
7. Members may submit a completed application, including receipt(s), or request pre-approval for a purchase.
8. The completed application form shall be received by any Cumberland Local Executive Member up to June 1 in any school year. All receipts must be received by the Local Executive by June 1<sup>st</sup> in the school year of the application.
9. Materials purchased shall be for the professional use by the NSTU member and remain the property of the member.

## **14.00 DONATIONS FUND**

1. The Local does not support financial campaigns; members contribute personally to charities and organizations of their choice.
2. Individual students of a Cumberland Local member may apply to the Local Executive for financial assistance towards the cost of attending a conference or seminar, (e.g., Youth Forum, Encounters with Canada) that occurs during the current school year.
3. The maximum amount per applicant shall not exceed \$100.00.
4. Donations shall be administered by the Local Executive.

## **15.00 SUPPORT FOR NSTU PROFESSIONAL ASSOCIATIONS**

1. The Local shall continue to support conferences of Professional Associations hosted locally and open to our members. The maximum amount provided shall be \$1,000.00.
2. Host members shall apply in writing to the Local Executive 30 days prior to the conference detailing anticipated expenditures and the value of the conference to members.

## **16.00 TRAVEL INSURANCE**

The Cumberland Local secures and pays travel insurance for all NSTU reps, executive, and committee members for NSTU business.

## **17.00 AMENDMENTS**

1. Procedures for amending Operational Procedures are outlined in the Local Constitution under Article XII.
2. The Local Operational Procedures shall be reviewed annually, and necessary changes made throughout the year, as the need arises.

## **APPENDIX A**

List of Local Educational Sites and Number of Allocated NSTU Representatives:

Advocate District School (1)  
Amherst Regional High School (2)  
Chignecto Family Office (1)  
Cumberland North Academy (1)  
Cyrus Eaton Elementary School (1)  
E.B. Chandler Junior High School (1)  
Junction Road Elementary School (1)  
Oxford Regional Education Centre (2)  
Parrsboro Regional Elementary School (1)  
Parrsboro Regional High School (1)  
Pugwash District High School (1)  
River Hebert District School (1)  
Springhill Jr./Sr. High School (1)  
Northport Consolidated Elementary School (1)  
Spring Street Academy (2)  
Wallace Consolidated Elementary School (1)  
West End Memorial Elementary School (1)  
West Highlands Elementary School (1)

## **APPENDIX B**

### **Guidelines for NSTU Cumberland Local Expenditures**

#### **I) DOCUMENTATION**

- i. Purchases will be preapproved and documented in meeting minutes.
- ii. All expense claims must be submitted using the current Travel/Expense form.
- iii. All expenses must be substantiated by itemized receipts.

#### **(II) MEETING EXPENSES**

- i. Local members are eligible to claim hotel, meals, travel and other appropriate expenses while attending or while en route to or from NSTU or Local approved meetings and conferences, according to rates established from time to time by the Provincial Executive.
- ii. If leaving from work to attend a meeting, metrage claimed will be calculated using the difference in distance that the member would normally have driven home. If leaving from home, the distance driven to the meeting will be used to calculate metrage.

#### **III) ACCOMMODATIONS**

- i. Accommodation for the previous night may not be claimed for meetings that begin at 2:00 p.m. or later;
- ii. Accommodation for the night of the meeting may not be claimed for meetings that conclude at 1:00 p.m. or earlier.
- iii. NSTU members may claim hotel accommodations en route to an approved NSTU meeting, conference or event providing that the distance from the member's home to the event venue is in excess of 450 km. Reimbursement shall be the cost of the en route accommodation or the amount negotiated at the NSTU contract hotel, whichever is the lesser.

#### **IV) MEAL CLAIMS**

- i. When attendance at a meeting or travel to and from a meeting occurs during the normal meal hours, members may claim for the respective meals. In cases where a meal is provided by the Union, the meal claim is invalid.
- ii. Per diem rates for meals will be Breakfast \$12, Lunch \$15, Dinner \$30.

#### **V) INCIDENTAL CHARGES**

- i. When staying overnight on approved NSTU/Local business, an amount of \$8.00 per overnight is claimable.

#### **VI) FAMILY CARE**

- i. The Local will cover the necessary family care expenses for members if they are participants at authorized Local business.
- ii. All claims must be accompanied by a properly completed expense form and will be paid on the basis of amounts approved from time to time by the Provincial Executive.
- iii. The rate for family care shall be set at the minimum hourly wage rate set by the Province of Nova Scotia up to a maximum of eight (8) hours/day for children under the age of 14 years, or ten (10) hours/day maximum if overnight is required if the child is 18 years of age or younger. These rates will apply to special needs dependents and elder care with the approval of the Local executive. Childcare for business under 40km away from the members home is a taxable benefit.
- iv. Before claims are paid, receipts must be provided from the person/agency providing such childcare.
- v. The Local will reimburse receipted pet care expenses to a maximum of \$20.00 including taxes per day. Pet care is a taxable benefit.

#### **VII) TRAVEL/METRAGE**

- i. Travel will be calculated using a rate of 55¢/km.
- ii. The cost of taxi travel to and from the hotel to the Union building or the meeting location will only be reimbursed with receipt and approval.

#### **VIII) PARKING GUIDELINES**

- i. If not staying at any hotel, parking fees up to a maximum of \$25.00 per day with official receipts will be accepted.