

**CAPE – Constitution and Bylaws Committee
Minutes of April 28, 2010
CAPE National Office
Boardroom
1:30 p.m.**

Present: M. Zinck (Chair), S. Mullen, C. Poirier.
Staff: C. Danik.

Apologies: A. Picotte.
Staff : D. Martin

Special note: as D. Martin was absent, the CBC agreed to have the Chair take minutes.

1. Approval of Agenda

Decision by consensus: to approve the agenda.

2. Approval of Minutes

Decision by consensus: minutes of the March meeting were approved.

3. 2010 Workplan Activity

a) Clause 34 Constitution

Action: Recommendation to change Clause 34 will go to the NEC in May.

b) Presidents Salary & Benefits

Discussion on version02 identified a number of wording changes to section 2, 5.4, 10 and 12.1.

Action: b.1. M Zinck will make changes to document and circulate to CBC. D Martin to finalize and translate for NEC after agreement on changes.

b.2. Recommendation to approve new Presidents Salary & Benefits policy will go to the NEC in May.

c) President's Travel Policy

there was discussion on the policy section 'Exception' to determine how it would apply to various employment situations. CBC decided to simplify and use a fixed distance from National Office. CBC agreed to 40km from National Office.

There was discussion on section of 'travel reimbursement'. CBC agreed to use NJC Travel Directive section 3.3.12 Weekend Travel Home given this document is in effect and has the support of CAPE.

4. Upcoming Workplan Items

The following items will be worked on in order of listing once the current 2010 work items are complete.

a) ABM/AGM Meeting:

Finance Committee has requested CBC consider changes to the constitution in regards to separating the Annual Budget Meeting and the AGM.

A number of parties have sought this change in order to allow for a better discussion of the budget earlier in the year. Given the timelines and the desire to have any changes in place for membership vote this fall, the CBC agreed the President will bring this item to legal council to identify the impacts on the Constitution and By-Laws.

Action: President to bring issue to legal council, CBC will act on recommendations.

b) President's Authority to Spend Monies

The Finance Committee requested CBC draft a policy to address this issue which pertains to the Presidents ability to spend and account for monies. This is for smaller amounts related to issues such as business lunches.

c) Honorarium Policy

Requested by the NEC.

5. Deliberables Workplan

May

- Draft Voting Policy.
- Clause 34 changes to NEC for approval of recommendation.
- President Salary & Benefit Policy goes to NEC for approval.

June

- Finalize Voting Policy.
- Draft Honorarium Policy.

September

- Draft Voting Policy to the NEC.

6. Next Meeting

The next meeting will be Wednesday, May 26, at 1:30 - 3:30 pm.

6. Adjournment

The meeting adjourned at 3:40pm.