

Constitution and By-Laws Committee
Minutes of November 4, 2010
CAPE National Office
Boardroom
2:30 p.m.

Present: M. Zinck (Chair), S. Mullen, C. Poirier, C. Danik and D. Martin.

Apologies: A. Picotte.

1. Approval of Agenda

Decision by consensus: to approve the agenda.

2. Approval of Minutes

Decision by consensus: to approve the minutes of the June 23, 2010 meeting.

3. Draft Honorarium Policy for review

The draft policy was reviewed and amended as below;

SCOPE

This Policy applies to persons who ~~may or may~~ **are** not **regular or pending** ~~be~~ members of the Association. The policy does not apply to employees, professional service providers, members of the National Executive Committee or any of **its** subcommittees.

Authority

This policy comes into effect upon a majority vote of approval by the National Executive Committee.

Policy

An honorarium is an ex gratia payment made to a person for their services in a volunteer capacity, ~~or for services for which fees are not traditionally required.~~

The honorarium is to recognize or to acknowledge CAPE's appreciation of a service to the Association. ~~the contribution of gratuitous services to the Association. Where possible the individual would be asked to donate her/his time to the Association for this service. If it is deemed necessary to provide a payment it should be recognized, not as an equivalent value to a professional charge rate, but as a token of appreciation, and a nominal value assigned to it.~~ An honorarium is a token of appreciation to which a nominal value is assigned. It is not payment of an equivalent value to a professional fee.

Honorarium Payment Process

2. Honoree's institution or organization, if any.

Review

This policy will be reviewed in the first 2 years after an election.

4. President's Spending Authority Policy for review

The draft policy was reviewed and amended as below;

Authority

This policy comes into effect upon a majority vote of approval by the National Executive Committee.

PURPOSE & SCOPE

This Policy provides authority for the discretionary spending of hospitality funds by the President for **Presidential** activities. ~~related to their position.~~

~~This spending authority does not provide the authority to the President to sign agreements (signing authority) on behalf of the Association.~~

RATIONALE

Hospitality related events provide development and networking opportunities for the CAPE President, including **as well as for** members of the NEC and staff, enabling them to keep abreast of union related developments, evolving policy direction, and influence decision making in areas of interest to CAPE and its membership., ~~and~~

DISCRETIONARY SPENDING

The President shall have authority to spend \$300.00 per event to a maximum **as provided for in line 13 - President's Hospitality Fund of the annual budget of \$3,000.00 per CAPE fiscal year.**

Reporting

The President will provide a one-**line** or two-line explanation containing the following information: purpose of hospitality, location, participants, and the actual cost.

5. New By-Law that stipulates that neither CAPE's National Office nor CAPE Locals shall provide loans to members for review

The draft By-Law was reviewed and amended as below;

By-Law 12 - Loans to Members

12.1 ~~This policy confirms that~~ **Neither:** the CAPE National Office, its employees or volunteers, nor a CAPE Local, its executive or members, shall loan any membership monies or other valuables to any member of CAPE or any other party.

12.2 Loan means to lend to someone temporarily, on condition that it be returned or repaid at a later date, a sum of money or other valuable from the CAPE National Office or a CAPE Local.

4. Work for next meeting

Findings/recommendations from legal counsel in regards to review of the Constitution and By-Laws – Tabled until November meeting (C. Poirier)

Process for NEC to submit resolutions

By-Law is required to address the issue of NEC or NEC sub-committee members to be removed from the NEC or a NEC subcommittee due to absenteeism

Local Discretionary Spending Authority Policy

5. Next Meeting

The next meeting will be Wednesday, December 8, 2010 at 9:30 a.m. – 11:30 a.m.

6. Adjournment

The meeting adjourned at 3:45 p.m.