

BYLAWS

Canadian Union of Public Employees (CUPE)

Alberta Healthcare Employees Committee (AHEC)

Approved December 15, 2022



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ARTICLE 1 - NAME

This Committee shall be known as the Canadian Union of Public Employees (CUPE) Alberta Healthcare Employees Committee (AHEC).

ARTICLE 2 - OBJECTIVE

The objectives of CUPE-AHEC are:

- (a) The advancement of the social, economic, and general welfare of the healthcare workers in the Province of Alberta.
- (b) To improve the working conditions and psychological well-being of all health care employees in the Province of Alberta.
- (c) The promotion of a quality healthcare system.
- (d) To strengthen and unite through shared knowledge and information.

ARTICLE 3 - MEMBERSHIP

1. Membership shall be open to all chartered Local Unions of CUPE which are in the jurisdiction of the Health Care sector in the Province of Alberta.
2. Delegates for Affiliates in good standing shall:
 - (a) be eligible to hold an Officer position as per Article 8 and represent the CUPE-AHEC.
 - (b) be eligible to vote on any of the Committee's business.
 - (c) be eligible to expense claims and reimbursements as per Article 11.

Affiliates in good standing shall mean any Chartered Locals of CUPE as per Article 3.1 above that are not more three (3) months in arrears of monthly per capita as per Article 6.7 of the CUPE National Constitution

ARTICLE 4 - STRUCTURE

The structure of the AHEC shall be as follows:

1. AHEC Delegates
2. AHEC Officers
3. Affiliated Local Unions

ARTICLE 5 - DELEGATES

Representation at meetings shall be based upon paid membership based on the average number of members of the last twelve (12) months before the Annual General Meeting.

Voting delegate allotment shall be:

Up to 50 members: 1 delegate
51 to 200 members: 2 delegates
201 to 500 members: 3 delegates
501 to 1000 members: 4 delegates
Over 1000 members: 5 delegates

Each AHEC delegate shall have one (1) vote. Affiliate Local Unions may send additional members with voice, but no vote.

ARTICLE 6 - MEETINGS

1. There shall be at least two (2) in-person meetings per calendar year and at least two (2) virtual meetings per calendar year. The Committee may opt to hold any meeting in a virtual format, if necessary. All in-person meetings shall include a virtual option.
2. The meetings shall ideally be held in the following months, unless otherwise approved by the Committee:
 - February
 - May
 - September
 - November
3. The September meeting shall be considered the Annual General Meeting.
4. The location of the in-person meetings shall be in Red Deer, Alberta, unless otherwise approved by the Committee.
5. Delegates representing twenty-five (25%) percent of affiliated Locals including two (2) Executive Officers shall constitute a quorum.
6. The AHEC Officers or fifty percent (50%) of the affiliated Locals may call a special meeting.
7. The Order of Business shall be within Appendix "A" of the National Constitution.

ARTICLE 7 - DUTIES OF OFFICERS

1. Chairperson

It shall be the duty of the chairperson to preside at all meetings of the AHEC, preserve order and enforce CUPE Alberta Guidelines for Occupational Committees. The Chairperson shall be the spokesperson for AHEC. The Chairperson shall have signing authority for the disbursement of funds.

2. Vice Chairperson

It shall be the duty of the Vice Chairperson to assist the Chairperson in the discharge of their official duties and in the absence of the Chairperson, the Vice Chairperson shall discharge the duties of the chairperson. The Vice Chairperson shall have signing authority for the disbursement of funds.

3. Secretary

It shall be the duty of the Secretary to keep a correct record of the proceedings of all meetings of AHEC. The Secretary shall record the attendance of all members present at every meeting. The Secretary shall notify all participating Locals of the date, time, and place when there is to be a meeting. The Secretary shall have signing authority for the disbursement of funds.

4. Treasurer

The Treasurer shall maintain a proper system of bookkeeping and carry out the instructions of AHEC. The Treasurer, at all meetings, shall inform the delegates of the bank balance and shall read it out, item by item, all disbursements since the last meeting. The Treasurer shall notify all participating Locals that they are three (3) months in arrears of per capita (membership fees). The Treasurer's signature shall be one (1) of two (2) signatures required for the disbursement of funds.

ARTICLE 8 - OFFICERS

1. The Officers shall consist of a Chairperson, Vice Chairperson, Secretary, and Treasurer.
2. The Officers shall be entitled to voice and vote.
3. Should any Officer fail to answer the roll call for three (3) consecutive meetings, without having a good reason for such absences, the office shall be declared vacant and shall be filled by election upon recommendation of delegates at the following meeting.
4. The Officers of AHEC may meet as necessary.

ARTICLE 9 - ELECTIONS

1. The election of Officers shall be held at the Annual General Meeting in September and the Officers shall be elected from the delegates of affiliated Local Unions in good standing to AHEC.
2. Nominations will be accepted from members in attendance at the AGM or from those members who have allowed their name to be filed in writing at the meeting, witnessed by another member.
3. The staff coordinator will conduct the elections.
4. The order of the elections are Chairperson, then Treasurer in odd-numbered years, Vice Chairperson and Secretary in even-numbered years. Terms will be for two (2) years. Terms of office shall commence at the conclusion of the Annual General Meeting.
5. In the event that any position is vacated prior to the end of the term, a by-election will be held at the next meeting of AHEC for that position.
6. The Chairperson and Vice Chairperson shall be elected from alternate regions.

ARTICLE 10 - REVENUE

The revenue of the AHEC shall be derived from a per capita tax from each affiliated Local on the basis of ten cents (\$0.10) per Local member per month, paid in each quarter of the calendar year: March 31, June 30, September 30, and December 31.

ARTICLE 11 - EXPENSES

1. Affiliated Locals shall be responsible for all delegate expenses to this Committee. When required, meeting rooms and other operating expenses will be paid by AHEC.
2. Officers and members working on behalf of AHEC shall receive:
 - (a) Reimbursement for expenses as per Article 11 Section 1 thru 3 of CUPE Alberta Constitution.
 - (b) Reimbursement for child/dependent care expenses upon submission of a receipt as per Article 16 Section 2 of CUPE Alberta Constitution.
 - (c) The Chairperson of AHEC, if not elected as a delegate from their Local, may have delegate status as the Chairperson of AHEC. The Chairperson shall be reimbursed expenses as per Article 11 Section 1 thru 3 of CUPE Alberta Constitution.

3. In accordance with CUPE Alberta's Constitution Article 9 Section 10, AHEC shall be entitled to delegate status for one (1) AHEC Officer to CUPE Alberta Division Convention if they are not delegates on behalf of their Local. The delegate's local will submit an invoice and AHEC will send reimbursement for all expenses related to attending Convention.

ARTICLE 12 - AUDITING

The financial records of AHEC shall be audited by the trustees of CUPE Alberta on an annual basis.

ARTICLE 13 - AMENDMENTS

These Bylaws may be amended by a Notice of Motion presented at either a regular or special called meeting or written notice of at least sixty (60) days and dealt with at the next scheduled meeting. The amendment shall require a simple majority of attending delegates.