

POLICY ON ADMINISTRATION

PREAMBLE

1. EFFECTIVE DATE

June 19, 1999

2. POLICY OBJECTIVE

3. POLICY REQUIREMENTS

Part A - Investments

1. Objectives

(1) To protect the Institute against rising rates as well as falling interest rates and therefore maximize the average investment income.

(2) To make investments in instruments that can be modified, within forty-eight (48) hours to other instruments in order for the Institute to meet its cash flow requirements.

(3) To ensure that the Institute only assumes as much risk as investments limitations permit in order to maximize returns.

2. Types of Eligible Investments

(1) The Institute portfolio should be diversified in order to improve overall performance and can include the following types of investments:

(a) Government securities - ("A" rated or better) such as treasury bills, bonds, debentures or other evidences of indebtedness:

- the Government of Canada,

- the Government of any Province of Canada, including provincial utilities.

(b) Chartered Banks - Deposit receipts, deposit notes, certificates of deposit, acceptances and other similar instruments issued or endorsed by any chartered bank to which the *Bank Act (Canada)* applies with such investments not to exceed the maximum amounts insured by the Canada Deposit Insurance Corporation, where applicable.

(2) Investment maturities will be scheduled (if possible) to coincide with projected cash flow needs such as special projects, negotiations and collective agreements. The percentage in short term can be increased if the Institute predicts a strike.

Part B - Provision of Services To External Organizations

Last Revised - November 4, 1987

1. Preamble

From time to time, the Professional Institute has been requested to provide services or to permit Institute employee participation in the work-related activities of external organizations. In response to these requests, the following policy has been developed:

2. Disclaimer

Nothing in this policy shall be interpreted to: restrict the right of employees to participate in the activities of any organization outside of their hours of work, or to restrict any rights contained in an employee's collective or individual agreement.

3. Provision of Services

The Institute may provide services to other organizations unless, in the opinion of the Board of Directors, or its delegated authority:

- such provision reduces the quality of service to the membership
- such provision shall be prejudicial to the interests of the Institute
- operational conditions do not so permit.

(1) **Basis of Services** Such services shall be provided on one of the following bases:

- contractual (fee for services)
- reciprocal
- complimentary.

(2) **Fees** Where services are provided on a contractual (fee for services) basis, the Board or its delegated authority shall set the fee. Any fee received shall be paid into the general revenues of the Institute. Normally, no fee will be charged or gratuity accepted for services provided on a reciprocal or complimentary basis.

4. **Participation in Work-Related Activities of Other Organizations**

The Institute may permit its employees to participate in the work-related activities of other organizations unless, in the opinion of the Board or its delegated authority:

- such provision reduces the quality of service to the membership
- such provision shall be prejudicial to the interests of the Institute
- operational conditions do not so permit.

(1) **Basis of Participation** Where the Institute requests an employee to participate, the employee shall be compensated according to the appropriate collective or individual agreement.

(2) Where the employee requests permission to participate, the employee shall be compensated by the Institute, as mutually agreed upon, in writing.

(3) Such participation shall be allowed on one of the following bases:

- contractual (fee for services)
- reciprocal
- complimentary.

(4) **Fees** Where participation is allowed on a contractual (fee for service) basis, the Board or its delegated authority shall set the fee. Normally, no fee will be charged or gratuity accepted for participation allowed on a reciprocal or complimentary basis.

(a) Where an employee is compensated in accordance with the terms and conditions of employment, any fee or gratuity received shall be paid into the general revenues of the Institute.

(b) Where an employee receives a fee or gratuity for participation not compensated for by the Institute, the employee shall retain such fee or gratuity.

Part C - General Administrative Policies

1. Asset Disposal

The disposal of assets shall be the responsibility of the Executive Secretary. A report shall be made to the Finance Committee each time assets are sold, donated to other organizations or otherwise disposed of, e.g., discarded because of their condition or monetary value. *BOD June 19, 1999*

2. Language of Origin

All documents translated by the Institute shall bear a notation as to their language of origin which shall govern in the event interpretation as to meaning is required.

BOD June 19, 1999

3. Institute Employees - Pensions and Insurance Plans

A cyclical review of pension and insurance plans for Institute employees shall be carried out under the auspices of the Board of Directors, the results of such reviews to remain confidential to the Board of Directors, the Finance Committee to provide input and advice to the Board of Directors. *BOD April 25, 1987*

4. Management Committee - Minutes

Management Committee Minutes, excluding Closed Session Minutes dealing with staff matters, shall be provided to the Board of Directors. *BOD June 19, 1999*

Part D - Working Relationships Between Institute Members And Institute Employees

1. Group Executives

(1) Group Executives, as elected representatives of the membership, shall have freedom of action subject to Institute By-Laws, Regulations, policies and procedures. Specifically, they shall determine the needs of the Group and exercise their responsibility by:

- (a) determining the dispute resolution process to be followed in accordance with the applicable labour legislation;
- (b) determining bargaining demands for the Group;
- (c) conducting business on behalf of the Group membership as a Group, or as representatives of the Group membership, and

- (d) keeping their membership informed on all aspects of Group activity and actions by the Group Executive.
- (2) When members of Group Executives and Institute employees appear together as Institute representatives in the collective bargaining context (for example, negotiations, conciliation and arbitration boards), the Institute employee shall represent the authority of the Institute in consultation with Group Executive members. Group Executives shall advise the Institute employee of their priorities in bargaining matters.
- (3) When members of Group Executives and Institute employees appear together as Institute representatives in non-collective bargaining meetings (for example, labour/management consultation), the employees shall act in an advisory role.
- (4) In situations not covered in the above, where members and employees appear together on behalf of the Institute, the person representing the Institute shall be as determined by the Institute By-Laws, Regulations, policies and procedures, or as mutually agreed upon.
- (5) Group Executives may request services through employees. Management shall be responsible for assigning employees to provide such services.
- (6) Where, in the opinion of an employee, the actions or proposed actions of a Group Executive are in conflict with the Institute By-Laws, Regulations, policies and/or procedures, the employee shall be responsible for drawing such actions or proposed actions to the attention of the Group Executive for discussion forthwith. If a conflict still exists, the employee shall then inform Institute management.

2. Regional Councils/Executives

- (1) Delegates at a Regional Council Meeting shall have freedom of action subject to Institute By-Laws and Regulations, policies and procedures. Specifically, they shall determine the needs of the Regional membership and exercise their responsibility by:
 - (a) appointing additional members to the Regional Executive;
 - (b) approving the disbursement of funds to Branches;
 - (c) providing a forum for discussion of matters of general interest and concern to members;
 - (d) debating resolutions (any resolutions passed shall be forwarded to the Board of Directors and/or the Annual

General Meeting to legitimize the action requested);

- (e) appointing committees to study specific topics for report back to Council, and
 - (f) recommending the further detailed organization of the Region to suit the wishes of the majority of its members, subject to the approval of the Board of Directors.
- (2) Regional Executives may request, in writing, the attendance/non-attendance of Institute employees at a Regional Council/Executive meeting. Management has the authority under Institute By-Laws to determine the assignment of employees to such meetings. Such requests shall not be unreasonably denied; denial shall not be based solely on cost.
 - (3) Regional Executives may request services through Institute employees. Management shall be responsible for assigning employees to provide such services.
 - (4) Where employees are assigned by the President to attend a Regional Council/Executive meeting, the employees shall be under the direction of the Chair.
 - (5) Employees shall not be entitled to vote at Regional Council/Executive meetings.
 - (6) The Regional Executive may, at its discretion, invite employees to attend functions socially; such invitations shall state clearly that the employees are not required to attend and are invited to attend on their own time and at their own expense.

3. Other

Individual members, Stewards and organizational units not covered in the above, may request services through Institute employees. To provide optimum utilization of Institute employees' time, management shall be responsible for assigning employees to provide such services.