Secretary-Treasurer’s Manual

A guide to answer questions about your role as Secretary-Treasurer.
Congratulations on your election as Secretary-Treasurer for your local! This is an important and rewarding way to serve your union. I’ve always cherished the years I spent as Secretary-Treasurer for my local and loved playing my part in building our union and making my local strong.

Being Secretary-Treasurer of your local comes with some authority but also a great deal of responsibility. The Secretary-Treasurer plays a critical role in ensuring a local’s success by maintaining a high standard of accountability and transparency for all local activities.

The Secretary-Treasurer’s Manual will help you understand your role and how to fulfill your responsibilities. It is designed to be a reference tool that you can turn to throughout your time as Secretary-Treasurer. In the pages that follow, you will find answers to questions about your Secretary duties, Treasurer duties, HEU’s Policies and Procedures and how they apply to your role and to your local, and where you can find additional resources.

As Secretary-Treasurer, you are entrusted with the care of your local’s rebate funds and have the responsibility to make the best decisions in the interest of your local but also in accordance with HEU’s Constitution and By-Laws. In addition, there is criteria for the use of local union funds that is approved by the Provincial Executive, outlined in this manual.

The Secretary-Treasurer’s Manual is one of many resources that you can turn to for information on the union’s processes. Regular Secretary-Treasurer Mailouts from HEU will provide you with important union updates. The HEU website (www.heu.org) is an excellent source for news updates about bargaining, organizing, and union activism. It is also where you can find many of the forms referenced in this manual.

The aim of this manual is to make clear the processes for Secretary-Treasurers to follow for local activities. You can find this manual and all of its relevant forms online at www.heu.org/local-executive-documents. If you have any suggestions on improvements to this document, or questions about anything in this manual, please contact me at the Financial Secretary’s Office at: 604-456-7004.

I hope this resource will help in your success as Secretary-Treasurer!

In Solidarity,

Betty Valenzuela
Financial Secretary
Hospital Employees’ Union

UPDATED JANUARY 2022
**Table of Contents**

**TAB 1 – SECRETARY DUTIES**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duties of the Secretary-Treasurer</td>
<td>1</td>
</tr>
<tr>
<td>Meetings – Quorum</td>
<td>2</td>
</tr>
<tr>
<td>Meetings – Minutes</td>
<td>2</td>
</tr>
<tr>
<td>Local Minutes Form</td>
<td>3</td>
</tr>
<tr>
<td>Maintenance of Local Union Records and Assets</td>
<td>6</td>
</tr>
<tr>
<td>Local Assets</td>
<td>6</td>
</tr>
<tr>
<td>Misappropriation of Funds and Account Records</td>
<td>7</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>7</td>
</tr>
<tr>
<td>Regular Monthly Meetings Notice</td>
<td>8</td>
</tr>
<tr>
<td>Special Meeting Notice</td>
<td>9</td>
</tr>
<tr>
<td>HEU Local Executive Form</td>
<td>10</td>
</tr>
<tr>
<td>Retirement Report Form</td>
<td>11</td>
</tr>
<tr>
<td>Supplies – Ordering</td>
<td>12</td>
</tr>
<tr>
<td>Boutique Order Form</td>
<td>13</td>
</tr>
<tr>
<td>Change of Membership Data</td>
<td>16</td>
</tr>
<tr>
<td>Change of Membership Data Form</td>
<td>17</td>
</tr>
<tr>
<td>Death Benefit Cards</td>
<td>18</td>
</tr>
<tr>
<td>Death Benefit Procedures</td>
<td>19</td>
</tr>
<tr>
<td>Death Benefit Fund Card</td>
<td>20</td>
</tr>
<tr>
<td>Application for Membership Card</td>
<td>21</td>
</tr>
<tr>
<td>Membership Application</td>
<td>21</td>
</tr>
<tr>
<td>Membership Cards</td>
<td>22</td>
</tr>
<tr>
<td>Welcome to Your Union Letter</td>
<td>23</td>
</tr>
</tbody>
</table>

**TAB 2 – TREASURER DUTIES**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duties of the Secretary-Treasurer</td>
<td>25</td>
</tr>
<tr>
<td>Signing Officers</td>
<td>26</td>
</tr>
<tr>
<td>Payment of Bills</td>
<td>26</td>
</tr>
<tr>
<td>Local Annual Budget &amp; Quarterly Tracking Template</td>
<td>27</td>
</tr>
<tr>
<td>Local Cheque Requisition Form</td>
<td>28</td>
</tr>
<tr>
<td>Quarterly Reports</td>
<td>29</td>
</tr>
</tbody>
</table>
**TAB ONE**

**Secretary Duties**

**DUTIES OF THE SECRETARY-TREASURER**

The Constitution and By-Laws of the Hospital Employees’ Union states, under *Article 16, Section C*, the following:

**ARTICLE 16**

**Duties of Local Officers**

**Section C**

**SECRETARY-TREASURER:** The Secretary-Treasurer shall keep a correct, full and impartial account of the proceedings of each regular meeting and Local Executive meeting, and forward copies of these minutes, bearing the signatures of both the Secretary-Treasurer and the Chairperson of the Local, to the Provincial Office, Burnaby Site, and the Regional Office.

The Secretary-Treasurer shall also receive and deposit in a Credit Union or Chartered Bank as the Local may designate, all monies received from the Provincial Office, Burnaby Site, and shall pay all bills sanctioned by the Local, by cheque and/or other methods. The Secretary-Treasurer shall keep an accurate account, and forward a quarterly financial statement, which has been audited by the Local Trustees, to the Financial Secretary. In the absence of both the Chairperson and the Vice-Chairperson, the Secretary-Treasurer shall convene the Local meeting and shall have a Chairperson elected pro tem.

Details of the requirements of the Secretary-Treasurer will be reported in various indexes of the Secretary-Treasurer’s Manual.

The Secretary-Treasurer is bound by the oath of office as per *Article 17, Installation* of the Constitution and By-Laws:

“...I further pledge that, at the close of my official term, I shall promptly deliver any monies or property of the Union in my possession to my successor in office.”
MEETINGS – QUORUM
Each Local shall hold regular monthly meetings. Monthly meetings may be suspended by the Locals, subject to the approval of the Provincial Executive, with the exception of July, August and December meetings, which require approval of a regular Local meeting only.

On the Local minutes form, the number required for quorum is mandatory. If there is no quorum, members who are in attendance or provide a letter, should still be counted as a meeting attended in that year. This will be counted towards their eligibility to run for office.

As per Article 14, Section D of the Constitution and By-Laws, the following constitutes a quorum for Local meetings:

<table>
<thead>
<tr>
<th>Local Membership</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-50 members</td>
<td>5 members</td>
</tr>
<tr>
<td>51-175 members</td>
<td>7 members</td>
</tr>
<tr>
<td>176-300 members</td>
<td>9 members</td>
</tr>
<tr>
<td>301-500 members</td>
<td>15 members</td>
</tr>
<tr>
<td>501-1000 members</td>
<td>20 members</td>
</tr>
<tr>
<td>1001+ members</td>
<td>25 members</td>
</tr>
</tbody>
</table>

For more details on Quorum, see Article 14, Section D of the Constitution and By-Laws.

MEETINGS – MINUTES
The Secretary-Treasurer has a lot of responsibilities. This includes, but is not limited to, taking the minutes of all meetings, creating the draft agendas for meetings, putting up meeting notices, and submitting minutes and other documents to the Provincial and Regional Offices.

The order in which a meeting is conducted is outlined in the Constitution as per Article 1, Order of Business. Items may be deleted if not required, moved, or added as necessary simply by making a motion to amend the agenda.

Article 16, Section C of the Constitution and By-Laws states:

The Secretary-Treasurer shall keep a correct, full and impartial account of the proceedings of each regular meeting and Local Executive Meeting, and forward copies of these minutes, bearing the signatures of both the Secretary-Treasurer and the Chairperson of the Local, to the Provincial Office, Burnaby Site, and the Regional Office.

Copies of these membership meeting minutes, bearing the signatures of both the Secretary-Treasurer and the Chairperson of the Local, must be forwarded to the Provincial Office by emailing localdocuments@heu.org.

When the minutes are being taken, it is not necessary for the Secretary-Treasurer to record the name of the mover of the motion or the name of the seconder.

Local minutes should not be posted on the Union Board or forwarded on Employers’ email server.
LOCAL MINUTES

Local: Click here to enter Local name.
Date of meeting: Click here to choose date.
Number of members present: Click here to enter number.
Quorum required: Click here to enter number.
Names of guests present: Click here to enter guest name(s).

1. CALL TO ORDER
   Click here to enter start time.

2. INDIGENOUS LAND ACKNOWLEDGEMENT
   Read □

3. ROLL CALL OF OFFICERS AND REGRETS
   Chairperson
   Vice-Chairperson
   Secretary-Treasurer (or Secretary)
   Assistant Secretary (or Treasurer)
   Senior Trustee
   Senior Trustee-Elect
   Trustee
   Conductor
   Warden
   Other/Additional
   Click here to enter name.
   Click here to enter name.
   Click here to enter name.
   Click here to enter name.
   Click here to enter name.
   Click here to enter name.
   Click here to enter name.
   Click here to enter name.
   Click here to enter name(s).

4. EQUITY STATEMENT
   Read □
LOCAL MINUTES

5. INITIATION OF MEMBERS
   Click here to enter names of new members

6. READING OF MINUTES
   Error or Omissions: Yes □ No □
   Click here to enter text.

7. CORRESPONDENCE
   Click here to indicate communications, if filed, or to be discussed or moved to appropriate Order of Business.

8. TREASURER’S REPORT (Revenues and Expenses)
   Click here to enter text. After each report, indicate motion to receive and attach if written.

9. TRUSTEE’S REPORT
   Click here to enter text. After each report, indicate motion to receive and attach if written.

10. REPORT OF DELEGATES AND COMMITTEES
    Click here to enter text. After each report, indicate motion to receive and attach if written.

11. UNFINISHED BUSINESS
    Click here to enter text and indicate motion after each item.

12. ELECTIONS AND INSTALLATION OF OFFICERS
    Click here to indicate position, those nominated, and person elected.

13. NEW BUSINESS
    Click here to enter text.
14. GOOD AND WELFARE
   Click here to enter text.

15. QUESTION PERIOD
   Click here to enter text.

16. ADJOURNMENT
   Click here to enter end time.

Date minutes adopted: Click here to enter a date.

Chairperson's Name: Click here to enter name.

Insert Signature:

Secretary-Treasurer's or Secretary's Name: Click here to name.

Insert Signature:

Note: Local Minutes should not be signed by the Chairperson or Secretary-Treasurer until the minutes have been adopted at the next general meeting. A copy of the Local Minutes should be retained by the Local and a copy mailed to Provincial Office or emailed to: localdocuments@heu.org
MAINTENANCE OF LOCAL UNION RECORDS AND ASSETS

The Secretary-Treasurers will have many types of records they must maintain. The question is what records can be discarded or must be kept by the Local.

The following is a guideline for disposal.

**Membership Cards, Death Benefit Cards – Change of Membership Data**
Due to Privacy of Information laws, please return all Membership and Death Benefit cards to the Provincial Office. Do not leave any cards, regardless of age, at your site.

**Account Book/Ledger**
The Local should always retain the account book or ledger within their possession, as it indicates the activity of the Local as well as being an original record.

**Minutes**
Minutes of the Executive, special and general meetings should always, always be kept, and be scanned to the Provincial Office to localdocuments@heu.org.

**By-Laws**
By-Laws passed at Local membership meetings must be scanned to the Provincial Office to localdocuments@heu.org.

**Action Agenda**
The action agenda should be kept for the current year, plus an additional year. If your local does not have space, the Local may decide to keep just the current year of action agendas.

**Bank Statements**
The original bank statements must be kept for a minimum of seven (7) years.

**LOCAL ASSETS**
As per Article 14, Section G, Locals are required to return all funds and assets to the Financial Secretary upon disbandment:

“Where an HEU Local disbands, all funds and assets will be returned to the Financial Secretary of the Union.”
**MISAPPROPRIATION OF FUNDS AND ACCOUNT RECORDS**

As per *Article 7, Section F*, the Financial Secretary shall investigate whenever it is reported that monies or property of the Union have been misappropriated and may take whatever action is necessary to recover such monies or property.

Any Local, which is having difficulty with its accounting records, may, upon written request to the Financial Secretary, submit its records for review and recommendations.

There have been a number of concerns raised by different Locals regarding discrepancies in Local funds.

In accordance with proper accounting methods, **there should never be signed blank cheques at your Local.**

A payee of a cheque should also not sign their own cheque. In these instances, have another signing officer sign the cheque.

There must be a minimum of three signing authorities at any one time authorized to sign cheques. All cheques must have two signatures. Trustees cannot be a signing authority at the Local level as they review all financial transactions.

**MISCELLANEOUS**

The following items are available at no cost to the Local from the Provincial Office upon request from the mailroom:

- Regular Monthly Meeting Notices
- Special Meeting Notices
- HEU Local Executive Form
- Retirement Report for retiring members of your Local, which is to be submitted to the Guardian Committee of the Hospital Employees’ Union, by emailing members@heu.org and include “Retirement Report” in the subject line.
Download this form online: www.heu.org/local-executive-documents
SPECIAL MEETING

DETAILS

DATE ________________

TIME ________________

LOCAL ________________

PLACE ________________

COME JOIN US

Download this form online: www.heu.org/local-executive-documents
Please fill out a separate form for EACH member who holds an elected or appointed position in your local (this includes all new and returning executives and stewards).

Please make sure to tick all applicable boxes for members who hold multiple positions.

☐ Chairperson   ☐ Senior Trustee   ☐ Senior Trustee-Elect (2 year)   ☐ Trustee
☐ Secretary-Treasurer – or if the position has been split in two: ☐ Secretary   ☐ Treasurer
☐ Vice Chairperson   ☐ Assistant Secretary-Treasurer   ☐ Conductor   ☐ Warden
☐ Chief Shop Steward   ☐ Shop Steward   ☐ OH&S Steward
☐ Worker Health & Safety Rep (no committee)   ☐ JOHS Committee Worker Rep
☐ *Site Rep _______________________________ (site name)   ☐ Labour Council Delegate

* Site Reps are for merged locals or locals with more than one location where additional copies of the mailings are required.

LOCAL NAME: ______________________________________________
First Name: __________________________ Last Name: __________________________

Personal Email: ______________________________________________

Home Phone: _________________________ Cellular Phone: _________________________

Mailing Address: ______________________________________________

Job Title: ______________________________________________

Employer & Work Site (example: Sodexo at Surrey Memorial Hospital): ______________________________________________

Forward all information to HEU Provincial Office at 5000 North Fraser Way, Burnaby, B.C. V5J 5M3 or scan and email to localdocuments@heu.org

Date elected and/or appointed: _________________________

(mm/dd/yyyy)

Submitted by (Chairperson or Secretary-Treasurer): _________________________

(please print)

Contact information will be shared with Union staff and Provincial Executive members as required to facilitate official union business.
Would you like to be included in the retirement section of the HEU Guardian? If so, please fill out the form below:

**RETIREMENT REPORT**

NAME of retiree: ___________________________________________________________________________

ADDRESS: _______________________________________________________________________________

HOME PHONE: _____________________________ WORK PHONE: ________________________________

HOSPITAL: ________________________________ POSITION: _________________________________

DEPARTMENT: _____________________________ START DATE: ________________________________

DATE JOINED HEU: __________________________ DATE RETIRED: ______________________________

LOCAL offices held: ________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

PROVINCIAL offices held: __________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

COMMUNITY activities: ______________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

REMARKS: _______________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

RETIREDMENT PLANS: _______________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

PLEASE SEND TO:  The Guardian c/o HEU Provincial Office
5000 North Fraser Way, Burnaby, B.C. V5J 5M3
or email members@heu.org

Download this form online: www.heu.org/local-executive-documents
SUPPLIES – ORDERING

Local supplies can be ordered from the Provincial Office at no charge to the Local.

Included in this section is a sample copy of the **Boutique Order Form**, which is a three-page form. The first two pages cover billable supplies and/or “Boutique” items such as: jackets, sweaters, hats and union pins. These items are sold at cost to the Locals. The third page covers all *non-cost* items to the Local.

For the most up-to-date order form, please visit: [heu.org/heu-boutique](http://heu.org/heu-boutique)

The process for placing an order is as follows:

1. **To confirm stock availability,** please email your order to [boutique@heu.org](mailto:boutique@heu.org) or call the Provincial Office mailroom at 604-438-5000. **Note:** not all “out of stock” items on the sample form might still be unavailable, so please do check.

2. **Upon receiving a reply email confirmation from the HEU,** a Local cheque (payable to HEU) must be received along with an original signed order form within seven days before the goods will be shipped. Please mail to:

   Hospital Employees’ Union  
   Attn: Mailroom  
   5000 North Fraser Way  
   Burnaby, BC  
   V5J 5M3
**BOUTIQUE ORDER FORM**

*clothing & branded items*

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>CODE</th>
<th>SIZE</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>~ OUTERWEAR:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jacket Women's (blue)</td>
<td>1082</td>
<td>S, M</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Rain Poncho</td>
<td>50320</td>
<td>one size only</td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>~ SHIRTS: Men's/Unisex/Youth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseball shirt: men's long sleeve (grey/charcoal)</td>
<td>5104</td>
<td></td>
<td>$24.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Sweatshirt unisex: crew neck (grey) - logo</td>
<td>5004</td>
<td></td>
<td>$32.00</td>
<td></td>
</tr>
<tr>
<td>Sweatshirt unisex: hooded, zip (black) - “HEU” letters</td>
<td>5041</td>
<td></td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td>Sweatshirt unisex: hooded, zip (grey) - “HEU” letters</td>
<td>5044</td>
<td></td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td>T-shirt unisex: Pink Shirt Day</td>
<td>3127</td>
<td></td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>T-shirt unisex: “Care Can’t Wait”</td>
<td>3151</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>T-shirt unisex: HEU logo (blue)</td>
<td>3192</td>
<td></td>
<td>$14.00</td>
<td></td>
</tr>
<tr>
<td>T-shirt unisex: Orange Shirt Day - Adult</td>
<td>3165</td>
<td></td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>T-shirt unisex: Orange Shirt Day - Youth</td>
<td>3175</td>
<td></td>
<td>$11.00</td>
<td></td>
</tr>
<tr>
<td>T-shirt unisex: Pride “HEU”</td>
<td>3141</td>
<td></td>
<td>$18.00</td>
<td></td>
</tr>
<tr>
<td>~ SHIRTS: Women’s</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseball shirt: long sleeve (white/grey)</td>
<td>5119</td>
<td></td>
<td>$24.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>T-shirt: Rosie the Riveter - modern (navy)</td>
<td>3092</td>
<td></td>
<td>$22.00</td>
<td></td>
</tr>
<tr>
<td>T-shirt: Rosie the Riveter - traditional (black)</td>
<td>3091</td>
<td></td>
<td>$22.00</td>
<td></td>
</tr>
<tr>
<td>V-Neck t-shirt: HEU logo (grey)</td>
<td>3134</td>
<td></td>
<td>$17.00</td>
<td></td>
</tr>
</tbody>
</table>

*Greyed out sizes are currently out of stock.*

Please fill out 'total' and 'contact' information on reverse.

---

**Hospital Employees' Union** • 5600 North Fraser Way, Burnaby, BC V5J 5M3 • Tel. 604-436-5000 • Fax. 604-739-1513 • Web: www.heu.org

Prices subject to change without notice. Revised February 4, 2021
Download the latest form online:
www.heu.org/boutique-ordering-information

**BOUTIQUE ORDER FORM**

clothing & branded items

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CODE</th>
<th>QTY</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>~ BAGS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Backpack: HEU logo</td>
<td>72510</td>
<td></td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Lunch bag: Powered by Solidarity</td>
<td>72011</td>
<td></td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Tote bag: HEU logo</td>
<td>72190</td>
<td></td>
<td>$13.45</td>
<td>$13.45</td>
</tr>
<tr>
<td>~ HATS:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseball Cap: dark grey w/“HEU”</td>
<td>80540</td>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Baseball Cap: light grey w/logo</td>
<td>80500</td>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Women’s camp cap: black w/“HEU”</td>
<td>80410</td>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Women’s camp cap: blue w/logo</td>
<td>80420</td>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>~ MISC:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid Kit</td>
<td>70990</td>
<td></td>
<td>$3.00</td>
<td></td>
</tr>
<tr>
<td>Frisbee</td>
<td>70120</td>
<td></td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>Water Bottle: HEU</td>
<td>71820</td>
<td></td>
<td>$17.00</td>
<td>$17.00</td>
</tr>
<tr>
<td>Scrub Cap Women’s (min order 50)</td>
<td>82020</td>
<td>1.00</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>Scrub Cap Men’s (min order 50)</td>
<td>82120</td>
<td>1.00</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>Retractable Badge Holder (min 25)</td>
<td>71120</td>
<td></td>
<td>$2.00</td>
<td></td>
</tr>
</tbody>
</table>

*Greyed out items are currently out of stock.

**TOTAL (sum of subtotals A, B & C)__________________________

**ORDER PROCESS**
1) To confirm stock availability please email your order to boutique@heu.org
2) Upon receiving an HEU reply email confirmation, a cheque (payable to HEU) must be received along with an original signed order form within seven days to: HEU, Attn: Finance - 5000 North Fraser Way, Burnaby, B.C. V5J 5M3, before goods will be shipped.

**CONTACT INFORMATION:** please print CLEARLY

**FACILITY NAME __________________________ DATE __________________**

**SHIPPING ADDRESS __________________________ EMAIL __________________**

**PLEASE COMPLETE (ONE ONLY) LOCAL OR INDIVIDUAL:**

**LOCAL PURCHASES – REQUIRE THE SIGNATURE OF TWO (2) SIGNING OFFICERS:**

PRINT NAME OF SECRETARY-TREASURER: __________________________ SIGNATURE: __________________________

PRINT NAME OF CHAIRPERSON: __________________________ SIGNATURE: __________________________

**INDIVIDUAL PURCHASES:**

PRINT NAME: __________________________ SIGNATURE: __________________________

**RETURN POLICY:** RETURN/EXCHANGE WITHIN 30 DAYS OF PURCHASE IN ORIGINAL CONDITION

HOSPITAL EMPLOYEES’ UNION • 5000 North Fraser Way, Burnaby, BC V5J 5M3 • TEL: 604-438-5000 • FAX: 604-739-1510 • WEB: www.heu.org

Prices subject to change without notice. Revised February 4, 2021
Download the latest form online: www.heu.org/boutique-ordering-information

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM (note: no charge for these items)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Accounting Ledger</td>
</tr>
<tr>
<td></td>
<td>Attendance book</td>
</tr>
<tr>
<td></td>
<td>Ballots – 50/pad</td>
</tr>
<tr>
<td></td>
<td>Change in Membership Data Forms</td>
</tr>
<tr>
<td></td>
<td>Constitution &amp; Bylaws – Booklets, Bound &amp; Stapled (3.5” x 5.5&quot;)</td>
</tr>
<tr>
<td></td>
<td>Contracts – ☐ Facility ☐ Community Subsector ☐ Community Social Services (booklets, bound/stapled (3.5” x 5.5&quot;)</td>
</tr>
<tr>
<td></td>
<td>Contracts – For “Independent” and “Other” please contact your Regional Union Representative</td>
</tr>
<tr>
<td></td>
<td>Death Benefit Fund Card</td>
</tr>
<tr>
<td></td>
<td>Grievance Pads – 10/pad (Grievance Log included)</td>
</tr>
<tr>
<td></td>
<td>Independent Professional Responsibility Form</td>
</tr>
<tr>
<td></td>
<td>Job Review Booklets – Facilities (includes Classification Review Form)</td>
</tr>
<tr>
<td></td>
<td>Local Activities Report Form</td>
</tr>
<tr>
<td></td>
<td>Local Executive Form (Political Action Comm., Labour Council Delegate, CH&amp;S Stewards Comm., Greengrocers Stewards Comm.)</td>
</tr>
<tr>
<td></td>
<td>Local Letterhead</td>
</tr>
<tr>
<td></td>
<td>Local Officers Guide to Resolving Conflict and Code of Ethics</td>
</tr>
<tr>
<td></td>
<td>Local Supply Order Form</td>
</tr>
<tr>
<td></td>
<td>‘Look who’s dropping in Form</td>
</tr>
<tr>
<td></td>
<td>LPN Professional Responsibility Form</td>
</tr>
<tr>
<td></td>
<td>Membership Meeting Notices – Regular Meeting</td>
</tr>
<tr>
<td></td>
<td>Membership Meeting Notices – Special Meeting</td>
</tr>
<tr>
<td></td>
<td>Minute Record Form</td>
</tr>
<tr>
<td></td>
<td>New Member Kit</td>
</tr>
<tr>
<td></td>
<td>Placards - Blank – 14” x 22”</td>
</tr>
<tr>
<td></td>
<td>Placards – “HEU Supports” – 14” x 22”</td>
</tr>
<tr>
<td></td>
<td>Quarterly Report Booklets - 12/pad</td>
</tr>
<tr>
<td></td>
<td>Retirement Form</td>
</tr>
<tr>
<td></td>
<td>Retirement Pins – Name of Member:</td>
</tr>
<tr>
<td></td>
<td>Supervisor’s Handbook</td>
</tr>
<tr>
<td></td>
<td>Union Fact Sheet: ☐ Facility ☐ Community Subsector ☐ Community Social Services</td>
</tr>
<tr>
<td></td>
<td>Union Meeting Fluorescent Stickers – 24/sheet</td>
</tr>
<tr>
<td></td>
<td>Union Membership Pins</td>
</tr>
<tr>
<td></td>
<td>Workload Journal</td>
</tr>
<tr>
<td></td>
<td>Workload Incident Report Form</td>
</tr>
</tbody>
</table>

CONTACT INFORMATION: please print CLEARLY

FACILITY NAME ____________________________ DATE ____________________________

ADDRESS ________________________________

SIGNATURE OF SECRETARY-TREASURER ________________________________

SIGNATURE OF SITE REPRESENTATIVE ________________________________

HOSPITAL EMPLOYEES’ UNION • 5000 North Fraser Way, Burnaby, BC V5J 5M3 • TEL: 604-438-5000 • FAX: 604-739-1516 • WEB: www.heu.org

Prices subject to change without notice.
Change of Membership Data

Enclosed in the manual is a Change of Membership Data Form, which is to be used when changes are made to members’ names, addresses, or telephone numbers. This form can be faxed into the HEU Provincial Office at 604-739-1510 or mailed directly to: 5000 North Fraser Way, Burnaby, BC, V5J 5M3

Members may also submit a change in their membership data electronically by going to our HEU website at heu.org/change-contact-information.

This change form and website link have been implemented in order for the Provincial Office to update our membership records on a regular basis.

It would be advisable if these forms were made known and accessible to the membership at every union meeting, orientation, etc.
CHANGE OF MEMBERSHIP DATA
(To be retained by provincial financial secretary)

You can update your information online:
heu.org/change-contact-information

Or mail your completed form to:
Hospital Employees’ Union
5000 North Fraser Way
Burnaby, BC V5JJ 5M3

Change of:
○ Name ○ Address ○ Telephone ○ Email

Please print all information in full

Present Name __________________________________________
Former Name __________________________________________
Current Address ________________________________________
Former Address ________________________________________
Home Phone ___________________________________________
Cell Phone _____________________________________________
Personal E-mail _________________________________________
Work E-mail ___________________________________________
Facility Name __________________________________________
Job Title ______________________________________________
Signature _____________________________________________
Date ___________________________________________________
DEATH BENEFIT CARDS

All members of the Hospital Employees’ Union shall be entitled to all benefits stipulated under the Death Benefit Fund up to the financial limit as set out in the Constitution and By-Laws.

Article 23, Section D, states:

“The Benefit for members will be equal to the maximum Canada Pension Plan (CPP) Death Benefit or $2,500.00, whichever is greater”.

When a member ceases to be a member of the Hospital Employees’ Union, the member is no longer entitled to benefits. Notwithstanding the foregoing, any member who, because of terminal illness is obligated to relinquish their employment shall be eligible for death benefits. Therefore, if a member is forced to resign their position due to the terminal illness and is no longer retained on the payroll records of the facility, they are still entitled to death benefits under the Constitution and By-Laws. If a member is being forced to resign their position, they should consult their Staff Representative at HEU.

Terminally ill members will be able to have death benefit monies paid to them, prior to death, providing proof of illness has been submitted to the Financial Secretary. When someone is terminally ill, they are eligible for the payment equal to the maximum CPP death benefit or $2,500, whichever is greater. However, a report from the physician is required indicating the member is terminally ill before the claim can be processed.

The death benefit card itself has been amended to incorporate the “age required if beneficiary is a minor”. This has been added to the death benefit card as a result of legal challenges from dependants who might have been minors at the time of the claim.

When a Union member transfers their service from one facility to another, and this transfer of service takes place within ninety (90) days, they shall be considered eligible for benefits. The Constitution and By-Laws of the Hospital Employees’ Union states that no Local shall advance or loan monies against any claim being submitted by a beneficiary of a member. It is important to note that notice must be received by the Financial Secretary within one (1) year after the date of death. Claims received after such date will not be considered, unless a satisfactory reason for the delay is provided to the Trustees.

When a member dies without naming a beneficiary, payment of any benefits accruing from their death shall be made payable to their estate.

In case a deceased member’s beneficiary is a minor, and the deceased was a member, the Financial Secretary may act as a guardian, curator or trustee of the deceased member’s minor beneficiary, in case such minor has no regular appointed guardian, for the purpose of receiving on behalf of such minor, any benefits due. Otherwise, the cheque shall be made payable to “In Trust for...”.

A copy of the Death Benefit card is attached for your reference. Please note this is a 2-part card; once you have witnessed the member’s signature, one card should be given to them for safe-keeping and the other must be mailed to the Provincial Office.
Article 23, Section F reads:

"Proving of a Claim: When any death occurs, the person applying for benefit shall furnish the Financial Secretary of the Union with a certified copy of the official death certificate, together with all papers required. A Member is only entitled to one (1) death benefit.

An application on behalf of a Member with terminal illness will require a physician’s note that shall be forwarded to the Financial Secretary.

Due to privacy laws, please do not keep any Death Benefit cards at your site and ensure you are using the 2-part card for all new hires and beneficiary changes.

These cards should be available to the membership at all union meetings, orientations, etc.

DEATH BENEFIT PROCEDURES

Death Benefit

Under the Constitution and By-Laws of the Hospital Employees’ Union, when there is a death of a member in your Local, the family will notify the Finance Department in the Provincial Office of this death, providing the name and date of the death. The Finance Department will initiate the paperwork to have this claim activated and complete the process.

A listing of all death benefits paid out in a fiscal year is reported at Convention in the Financial Secretary’s Report.

Terminal Illness

Under the Constitution and By-Laws of the Hospital Employees’ Union, when there is a terminally ill member in your Local, a member will notify the Finance Department in the Provincial Office. The Finance Department will initiate the paperwork to have this claim activated.

Please note: A new death benefit card assigning the member as the beneficiary of the funds, must be signed and witnessed by one of the Table Officers. It must be submitted to Provincial Office as soon as possible.
MEMBERSHIP APPLICATION

A copy of the Application for Membership Card is attached for your reference. It is the responsibility of the Employer, under the Collective Agreement, to ensure all members of the Hospital Employees' Union are signed up with the Union, no later than the beginning of the third bi-weekly pay period.

The Employer must ensure the Application for Membership Card is provided to every new employee hired at a facility and once completed, will submit the card and deduct the $5.00 initiation fee. The initiation fee must be remitted to the Provincial Office and clearly identified on the dues check-off listing they provide with the payment.

The second section of the card is retained by the Employer and is the assignment of fees and dues. This section of the card gives the Employer authority to deduct union dues from the members, in accordance with the Constitution and By-Laws, with the initiation fee being five dollars ($5.00) and the dues per month being 2.1% of gross salary, as shown in the wage schedules.
MEMBERSHIP CARDS
In 2015 HEU changed our HEU Membership Cards and the way in which membership cards are distributed. The new HEU Membership Card and cover letter is attached for your reference.

In the past, HEU Membership Cards were distributed to new members by the Local Secretary Treasurer. With the implementation of our new membership data system, Unionware, the Provincial Office will be able to mail the Membership Cards directly to HEU members upon receipt of the initiation fee and application for membership.

There was an initial mailing of new HEU Membership Cards to all current HEU members. Since then, an HEU Membership Card will be mailed directly to new members once they are entered into our data system.

A “Welcome to Your Union” letter with information about the Union will be included with the Membership Card.

The new Membership Cards will no longer record the member’s department as it is no longer required for distribution.
AS A NEW MEMBER, you can take pride in being part of B.C.’s largest and most successful health care union.

For over 75 years, health care workers like you have turned to HEU for representation in the workplace.

Together, we have negotiated solid collective agreements that have improved working and caring conditions that benefit not only workers – but the patients, residents and clients we look after.

And every single day, shop stewards, local union executives and union staff are working hard to enforce these collective agreements and ensure that HEU members are treated with fairness and respect.

We advocate for safer workplaces, improved access to education and training, and stronger job security.

HEU’s 50,000 members are backed by the resources of a modern, professional union, but we have never strayed from our democratic traditions. We are member-driven and member-focused.

Your union is a strong advocate for quality and accessible public health care going back over
to the founding of medicare. We speak out for the protection of human rights and the environment, and we stand in solidarity with those in our communities who are fighting for economic and social justice.

As an HEU member, you can attend union meetings with voice and vote. Ask around your workplace or check the union board to see when your HEU Local meetings take place.

Stay informed about the activities of your union. Sign up for email news at www.heu.org – and don’t forget to join the conversation on HEU’s Facebook page (www.facebook.com/hospitalemployeesunion).

And if you want to learn a little bit more about how your union works, check out our fun (and short) video at www.heu.org/structure (or go to YouTube and search “How our union works!”).

In Solidarity,

Betty Valenzuela
HEU Financial Secretary

Locations:

PROVINCIAL OFFICE
5000 North Fraser Way
Burnaby, B.C. V5J 5M3
Phone: 604-438-5000
1-800-663-5813 (toll-free)
Fax: 604-739-1510

Vancouver Island
VICTORIA SITE
201-780 Tolmie Avenue
Victoria, B.C. V8X 3W4
Phone: 250-480-0533
1-800-742-8001 (toll-free)
Fax: 250-480-0544

Vancouver Island:
COMOX SITE
6-294 North Island Highway
Courtenay, B.C. V9N 3P1
Phone: 250-331-0368
1-800-624-9940 (toll-free)
Fax: 250-331-0673

OKANAGAN
250-1815 Kirschner Road
Kelowna, B.C. V1Y 4N7
Phone: 250-765-8838
1-800-219-9699 (toll-free)
Fax: 250-765-0181

KOOTENAY
745 Baker Street
Nelson, B.C. V1L 4J5
Phone: 250-354-4466
1-800-437-9877 (toll-free)
Fax: 250-352-6999

NORTHERN
1197 Third Avenue
Prince George, B.C. V2L 3E4
Phone: 250-564-2102
1-800-663-6539 (toll-free)
Fax: 250-562-3645

Please find attached your new HEU membership card. Carry it with pride. After all, we built this union together.
DUTIES OF THE SECRETARY-TREASURER

The Constitution and By-Laws of the Hospital Employees’ Union states, under Article 16, Section C, the following:

ARTICLE 16
Duties of Local Officers

Section C
SECRETARY-TREASURER: The Secretary-Treasurer shall keep a correct, full and impartial account of the proceedings of each regular meeting and Local Executive meeting, and forward copies of these minutes, bearing the signatures of both the Secretary-Treasurer and the Chairperson of the Local, to the Provincial Office, Burnaby Site, and the Regional Office.

The Secretary-Treasurer shall also receive and deposit in a Credit Union or Chartered Bank as the Local may designate, all monies received from the Provincial Office, Burnaby Site, and shall pay all bills sanctioned by the Local, by cheque and/or other methods. The Secretary-Treasurer shall keep an accurate account, and forward a quarterly financial statement, which has been audited by the Local Trustees, to the Financial Secretary. In the absence of both the Chairperson and the Vice-Chairperson, the Secretary-Treasurer shall convene the Local meeting and shall have a Chairperson elected pro tem.

Details of the requirements of the Secretary-Treasurer will be reported in various indexes of the Secretary-Treasurer’s Manual.

The Secretary-Treasurer is bound by the oath of office as per Article 17, Installation of the Constitution and By-Laws:

“…I further pledge that, at the close of my official term, I shall promptly deliver any monies or property of the Union in my possession to my successor in office.”
SIGNING OFFICERS
The Signing Officers for the Union, provincially, consist of the following:

President
Financial Secretary
1st Vice-President
Senior Trustee

Following this principle, it is suggested Locals maintain the same status and have their Signing Officers of their Local as follows:

Chairperson or Chairperson
Vice Chairperson or Vice Chairperson
Secretary or Secretary-Treasurer
Treasurer or Assistant Secretary-Treasurer

A Local must have at least three (3) Signing Officers and three (3) Trustees. As there must be a distinct separation of duties at the Local level, a Trustee cannot be a Signing Officer. A signing officer also cannot sign their own cheque.

For larger Locals or for Locals with multiple sites, it would be recommended to have at least 4 Signing Officers.

Also, it is advisable to wait until after the election of the Local Officers to inform the bank of any changes in the names of the Signing Officers.

PAYMENT OF BILLS
The Constitution and By-Laws of the Hospital Employees’ Union requires the Secretary-Treasurer pay all bills sanctioned by the Local, by cheque. Every payment made by the Local must have supporting documentation/receipts which explain why the money was spent. (Please see Local Cheque Requisition form on page 28). Funds should never be advanced to members, including petty cash.

All payments should be reported and approved by your Local membership at a meeting with quorum. If an invoice is required for payment, and for one reason or another there is no Local meeting, it must be brought forward at the next regular meeting for endorsement by the membership. Most Locals have By-Laws to ensure regular Local expenditures are authorized for payment, in case they do not meet quorum.

It is very important that there are no pre-signed blank cheques. If it is required to have additional signing officers, a motion should be put forward at a Local meeting to have this change implemented.

It is highly recommended that Locals pass a By-Law to adopt an annual budget detailing how rebates and any other income will be spent for meetings, travel, honorariums, education, donations and other costs. Any expenses outside of the approved budget must be referred back to the membership for approval, at a meeting with quorum.
It is strongly recommended locals prepare an annual budget for approval by the membership at a meeting with quorum.

Local Name: __________________________________________
Date: ______________________

<table>
<thead>
<tr>
<th>Current Year</th>
<th>Budget</th>
<th>Q1 Actual</th>
<th>Q2 Actual</th>
<th>Q3 Actual</th>
<th>Q4 Actual</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue - Rebates</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Expenses</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>NET BALANCE</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

* Expenses MUST match that to the Quarterly Report.

Download this form online: www.heu.org/local-executive-documents
LOCAL CHEQUE REQUISITION

LOCAL NAME: ________________________________

CHEQUE REQUISITION

CHEQUE TO: ___________________________ DATE: __________
ADDRESS: ___________________________ AMOUNT: $ __________

PURPOSE:

_________________________________________________________________

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

(PLEASE ATTACH ALL RECEIPTS)

REQUESTED BY: ___________________________

APPROVED BY: ___________________________

(i.e.: EXECUTIVE OR MEMBERSHIP MEETING)

DATE: ___________________________
QUARTERLY REPORTS

Every three months, the Secretary-Treasurer shall prepare a Quarterly Report. Quarterly Reports reflect the rebates and the expenses of the Local and ensure that the Local is transparent and accountable for the money and assets entrusted to them. The Trustees will go over the finances of the Local and compare them to the motions and By-Laws that support the expenditure. These are entered into the Quarterly Reports which are submitted to the Provincial Office for review. This process is governed by the Constitution:

**Article 16, Section C:** The Secretary-Treasurer shall keep an accurate account, and forward a quarterly financial statement, which has been audited by the Local Trustees, to the Financial Secretary.

**Article 7, Section G:** Trustees shall review and monitor all Local quarterly reports and report inconsistencies or concerns to the Financial Secretary.

Where the Local has not submitted quarterly reports without just cause, they risk having their rebates withheld until the situation is resolved.

**Article 16, Section J:** In the event any Local repeatedly fails to provide Quarterly Report Forms without reason, the Financial Secretary, in consultation with the Trustees, has the power to suspend monthly rebates until the matter is corrected.

It is **essential** that three (3) Trustees sign the Quarterly Report before it is forwarded to the Provincial Office. If you require assistance in completing this form, please contact the Financial Secretary at the Provincial Office.

Please ensure your Local has the same Quarterly Report Form as in the sample provided. If not, please order a booklet of forms at no charge.
INSTRUCTIONS ON COMPLETING QUARTERLY REPORTS

The Secretary-Treasurer shall keep an accurate account, and forward a quarterly financial statement, which has been audited by the Local Trustees, to the Financial Secretary.

The Quarterly Report is divided into three (3) sections: Ledger, Bank, Trustees.

**Section 1: Ledger**
Section 1 of the report, contains numbers (1), (2), (3), and (4). This pertains to information taken from the Local’s records such as revenues (Rebates) and expenses (room rental, cell phones costs etc.), bank interest (if any), and stale dated cheques (dated 6 months of more and not yet cashed).

**Section 2: Bank Statement**
Section 2 of the report has the numbers (5), (6) and (7) which must be completed according to information taken from the bank statement.

The amounts on lines (4) and (7) must be equal. If this figure does not agree with the closing balance on line (4), then this and future reports will not balance. This is very important, as this amount will be carried forward (1) to the next Quarterly Report.

You will also find a section to enter any assets your Local may have acquired, such as term deposits, savings deposits, and bank/equity shares. **Copies of the bank statement must also be submitted with the Quarterly Report.**

**Section 3: Trustee Signatures**
Section 3 of the report is where the printed names and signatures of the Trustees who have reviewed the Quarterly Report go. It is **essential** that three (3) Trustees sign the Quarterly Report before it is forwarded to the Provincial Office, otherwise the Quarterly Report will be returned to the Local.

The next few pages of this manual will guide you through filling out the Quarterly Report form. **Please use the sample Quarterly Report for reference.**
Name of Local:
This is the name of your Local, not H.E.U.

Completed By:
All Quarterly Reports should be completed by the Secretary-Treasurer or Treasurer of the Local. Please ensure the name is printed.

Date Prepared:
Date the Secretary-Treasurer or Treasurer prepared the Quarterly Report.

Report Quarter:
1st Quarter (January to March), 2nd Quarter (April to June), 3rd Quarter (July to September), 4th Quarter (October to December).

Opening Balance:
This figure should be taken from your previous Quarterly Report as indicated on line (7) as the Net Bank Balance located at the bottom of the page. (See previous page for instructions on how this balance is arrived at.)

Rebates:
Any income received by your Local should be reported in this area of the report. List rebates separately in order for the Trustees to immediately identify the rebates which have been received for the three (3) month reporting period.

Bank Interest:
If your financial institution deposits a nominal monthly interest amount into your Local’s bank account, please insert one total for the three months during the recording quarter. If your bank does not pay interest, simply leave this line blank.

Stale Dated Cheques & Other: (If applicable)
Stale dated cheques are cheques dated 6 months or more that were not cashed. No further action is required if there is no replacement cheque to be written. If your Local has received any other revenue, record this information in the “Other” section, along with a brief explanation.

Revenue Sub-Total:
Calculate the total of all revenue (E)+(F)+(G)+Other and record the total to line (2).

Expenses: (Approved by Local Membership)
The Quarterly Report includes categories for various expenditures which a Local may incur throughout the reporting period. These expenditures must be approved by Local membership at a meeting with quorum and recorded in the minutes of the meeting. List the quarterly totals for each category on the lines provided on the form.

Expenses Sub-Total:
Calculate the total of all expenses (H) and record the total to line (3).
4 **Ledger Closing Balance:**
This is arrived at by adding the opening balance line (1) to the revenue sub-total line (2) then minus the expenses sub-total line (3). Record the balance as the Ledger Closing Balance on line (4). Line (4) will be carried forward on your next Quarterly Report as line (1).

1 **Bank Statement Ending Date:**
The ending date of the bank statement is very important as not all accounts have the same month ending date. Write the exact bank statement ending date as shown on the bank statement.

5 **Balance Per Bank Statement at End of Quarter:**
This is the last balance shown on the bank statement of the reporting quarter.

J **Outstanding Cheques:**
These are cheques written before the end date of the Quarterly Report and have not yet cleared the bank account. These cheques will remain as outstanding until they have cleared the bank.

If there is not enough space to write the outstanding cheques, please write on the 2nd page or attach a separate sheet.

6 **Outstanding Cheques Sub-Total:**
Calculate the total of all outstanding cheques (J) and record the total to line (6).

7 **Net Bank Balance:**
The net bank balance is arrived by taking the figure on line (5) and minus line (6) from it. The resulting figure is then entered on line (7) and must equal the total on line (4).

K **Additional Information if Applicable:**
Here is where you will enter any assets your Local may have acquired, such as term deposits (GIC’s), savings and equity shares. The Local is prohibited from investing the Local’s money in mutual funds and other fluctuating investments and returns.

If you require assistance in completing your Quarterly Report form, please contact the Financial Secretary at the Provincial Office.
# TRUSTEES’ QUARTERLY REPORT

## SECTION 1: Ledger

**Ledger Opening Balance**

(4) \(=\) (1) + (2) - (3)

### ADD:

**Revenue**

- Rebates

  - Date Received
  - Amount

- Bank Interest

- State dated cheques (cheques dated 6 months or more and not yet cashed)

- Other (explain)

### DEDUCT:

**Expenses**

- Bank Charges
- Cell Phone/Internet
- Donations
- HEU Convention Expenses
- Honorariums
- Local Building
- Local Bursaries
- Local Events (explain)
- Local Meeting Expenses
- Member Education (Wages & Expenses)
- Office Supplies
- Per Capita Expenses (Labour Council)
- Retirement Gifts/Goodwill
- Other Expenses (explain)

**Ledger Closing Balance**

(4) must equal (7)

## SECTION 2: Bank Statement

**Name of Bank/Credit Union:**

**Address:**

**Bank Statement Ending Date:**

**Bank balance at end of quarter (per bank statement):**

**DEDUCT: Outstanding cheques**

- Issued & recorded in the ledger but not yet cashed

**Net Bank Balance**

(7) must equal (4)

## SECTION 3: Trustees’ Signature

As trustee of the Local, I have examined the books and ensure that this Quarterly Report was completed correctly and that all information is accurately reflected for the Local’s activities.

**Trustee:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>(Print Name)</th>
<th>(Print Name)</th>
</tr>
</thead>
</table>

---

Additional information (if applicable):

- Savings Deposit
- Term Deposit
- Bank/Equity Shares

---

*Please print clearly.*

[Download this form online: www.heu.org/local-executive-documents]
LOCAL UNION FUNDS
Locals are reminded about the importance of “responsible spending” of Local funds.

Please refer to the “Criteria for Use of Local Union Funds” section to make it easier for Local Executives to determine what they may or may not spend money on, within these guidelines.

HEU’s finance department processes each Local’s Quarterly Reports and issues “union dues rebate” deposits to your Local’s bank account. The money is to be used to strengthen your Local’s membership – including training and educational opportunities, bursaries, office supplies, community outreach, wage replacement for union business, as well as attendance at conferences and conventions.

All Local expenditures need to be approved at a Local membership meeting with quorum, and the decisions must be recorded in your Local meeting minutes.

If you have any questions, please contact the Financial Secretary at the Provincial Office prior to making the expenditure.

CRITERIA FOR USE OF LOCAL UNION FUNDS
All Locals shall use union rebate funds for union purposes such as:

- Bursaries
- The payment of per capita to Labour Councils
- Local education
- Sending additional members to regional meetings
- Reimbursement of members’ lost wages to employers for Local union business (Do not pay wages direct to members. Steward time should be the employer’s responsibility.)
- Office expenses (postage, telephone, facsimile, internet, administrative fees to financial institutions)
- Expenses for meetings of the local membership, executive, and committees
- Financial support for the trade union movement & social justice movement
- Rental of meeting rooms
- Printing supplies, office equipment and printing fees
- Reasonable social events in consultation with the Financial Secretary
- Payment of honorariums within the Canadian Revenue Agency guidelines (*refer to the honorarium section of this manual.)
- All other expenses approved by the Provincial Executive
- Encourage door prizes to be HEU boutique items or other union produced products
- No “hardship” cases
- No petty cash funds

Spending of Local union funds must be approved at a Local general membership meeting with quorum and the decisions must be reflected in the official minutes of Local meetings. Locals may adopt Local By-Laws authorizing the Local Executive to pay regular re-occurring expenses such as phones and meetings rooms.
Locals are also required to make sure that their Local By-Laws have been approved by the Provincial Executive and are on file with the Provincial Office.

**HONORARIUMS**

Honorariums fall within the “Criteria for Use of Local Union Funds” and are considered an appropriate use of rebates.

A Local may choose to pay their Local Executive Officers an honorarium. These must be approved by the membership at a meeting with quorum. There is no set criteria on the honorarium amount, however, it needs to be reasonable depending on the size of the Local, the amount of work involved, and the hours spent doing that work.

Honorariums are taxable as the Canadian Revenue Agency considers Employment Income as consisting of amounts you receive as salary, wages, commissions, bonuses, tips, gratuities, and honoraria.

At year end, the Secretary-Treasurer must issue a statement of honorariums paid to all Local Executive Officers who received an honorarium. Local Executive Officers must declare the honorarium income on their income tax return.

The Canadian Revenue Agency defines an honorarium as:

> “An honorarium is a voluntary payment made to a person for services for which fees are not legally or traditionally required. An honorarium is typically used to help cover costs for volunteers or guest speakers.”

**DIRECT DEPOSITS**

The banking institution which the Provincial Office deals with is the Community Savings Credit Union. Locals are encouraged to have their account with Community Savings Credit Union. This can be arranged by contacting the Financial Secretary. This eliminates the necessity to physically attend the bank or credit union when signing officers change. The Provincial Office will be administering the direct deposits, based on the information HEU has received back from the Locals on the authorization forms.

If your Local does not deal with Community Savings Credit Union and your Local changes their banking Institution or signing authorities, the Financial Secretary at Provincial Office **MUST** be notified **IMMEDIATELY** in order for the Finance Department to make the changes.

Please refer to the “Direct Deposit Banking Information for Rebates” form which must be signed by the Chairperson and Secretary-Treasurer and submitted to Provincial Office after the completion of yearly local elections (necessary only if changes in Local positions have occurred), or change in banking institutions.
HOSPITAL EMPLOYEES’ UNION
DIRECT DEPOSIT BANKING INFORMATION
FOR REBATES

DATE: _____________________

LOCAL NAME: ______________________________________________________

SECRETARY-TREASURER’S NAME: ________________________________

CHAIRPERSON’S NAME: ____________________________________________

NAME & POSITION OF THREE (3) SIGNING OFFICERS: (Please print)

<table>
<thead>
<tr>
<th>Name</th>
<th>Local Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

ATTACH COPY OF LOCAL’S VOID CHEQUE

(If not previously submitted)

_______________________________ ________________________________
Signature of Chairperson       Signature of Secretary-Treasurer

Download this form online: www.heu.org/local-executive-documents
NEW LOCALS

Financial assistance is available to new Locals to help support and carry on the business of the Local until such time as a collective agreement has been established.

In order to access the funds, a bank account in the Local’s name will need to be set up with Community Savings Credit Union. The Provincial Office has worked with Community Savings Credit Union to offer Locals a banking solution that works well with our structure and does not have high banking fees. The great thing about Community Savings Credit Union is that they understand how the HEU and other Unions work, as well as our local election process. They can provide an online account eliminating the necessity to physically attend the bank/credit union when signing officers change. Setting up your account with Community Savings Credit Union can be arranged by contacting the Financial Secretary.

You must complete the “Direct Deposit Banking Information for Rebates” form which must be signed by the Chairperson and Secretary-Treasurer and submitted to Provincial Office. These signing officers are usually but not always, the Chairperson, Vice Chair and the Secretary-Treasurer. Trustees cannot be signing officers at the Local level.

Once your Local has opened an account with Community Savings Credit Union, a copy of a void blank cheque must be submitted as soon as possible. This will provide the banking information required in order for us to deposit the initial $300.00 cash float as well as future rebates once the collective agreement is in place.

Locals receiving cash floats must comply with the Quarterly Reports submission with the additional requirement of receipts to be submitted along with the Quarterly Report for float replenishment. Absence of receipts may result in being denied reimbursement.
REBATES

The Hospital Employees’ Union’s Provincial Office makes monthly direct deposits for rebates to each Local. The structure of the rebates is based on the dues check-off, submitted by the Employer. The rebates are calculated on the average number of dues-paying members on a monthly basis.

In accordance with your collective agreement, remittance of dues check-off by the Employer is due not later than twenty-one (21) days after the date of deduction. For example, January dues deducted from members must be payable to the Provincial Office not later than the end of February, in which case, based on these figures, the rebates are calculated and issued in the month of March or sooner depending on the date of dues received. The rebates are generally two (2) months rolling behind, due to the structure. However, a Local will generally receive twelve (12) direct deposits in a year.

As per Article 2, Section B, rebates payable to each Local is as follows:

<table>
<thead>
<tr>
<th>Local Members</th>
<th>Rebates Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-50 members</td>
<td>$100.00</td>
</tr>
<tr>
<td>51-79 members</td>
<td>$150.00</td>
</tr>
<tr>
<td>80-119 Members</td>
<td>$225.00</td>
</tr>
<tr>
<td>120-150 members</td>
<td>$275.00</td>
</tr>
<tr>
<td>150+ members</td>
<td>$1.85 per dues paying Member</td>
</tr>
</tbody>
</table>

The monies remitted to the Locals are for the running of the Local as approved by the Local membership. The Constitution requires the monies received and spent are reported on the quarterly reports submitted to the Provincial Office.

Please refer to the “Direct Deposit Advice/EFT Cheque Remittance Notice” that is forwarded to your Local each month. This notice is to advise your Local of the rebate amount deposit made into your bank account as well as the member count and the month and year on which the rebates were calculated, based on the average dues paying members in that month.

The direct deposits for your Local are to be deposited or transferred on the 15th of each month, and once the transfer has been made by the Provincial Office, the advice notice is sent by email from eft@heu.org. These Direct Deposit Advice/EFT Notices should be kept with your Local’s records for use by your Trustees.

Locals will be notified in accordance with the resolution passed at Convention, as to the number of members and the month of the calculations.
HEU SAMPLE LOCAL
1234 Address
Someville, BC
V5J 5M3

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Payment Number</th>
<th>Cheque Date</th>
<th>Cheque Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td>HEU SAMPLE LOCAL</td>
<td>0123456</td>
<td>03/19/2020</td>
<td>EFT000000000000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Our Voucher Number</th>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>0123456</td>
<td>Rebate 01/2019 - 276 members</td>
<td>02/28/2019</td>
<td>$510.60</td>
<td>$510.60</td>
</tr>
</tbody>
</table>

Total $510.60
CONVENTION REGISTRATION FEES

The purpose of including this in your manual is to inform you that there is a charge of $50.00 per delegate to the Biennial Conventions of the Hospital Employees’ Union. As this is a cost factor and the responsibility of the Local, it is intended for reference material only.

Article 5, Section D states:

“A Convention Registration Fee of Fifty Dollars ($50.00) per Delegate shall be paid by each Local on behalf of its Delegates and this fee shall be deducted from the Local’s rebates in the month following when Credentials are submitted to the Provincial Office, Burnaby site”.

BARGAINING CONFERENCES REGISTRATION FEES

A similar fee is charged for the Facilities Bargaining Association, Community Health, and Community Social Services bargaining conferences.

Facilities Bargaining Association:
Article 9, Section A (3):

“A Registration Fee of Fifty Dollars ($50.00) per Delegate shall be paid by each Local on behalf of the Delegates and this fee shall be deducted from the Local’s rebates in the month following when registration forms are submitted to the Provincial Office, Burnaby Site”.

Community and Community Social Services:
Article 9, Section B (3):

“A Registration Fee of Fifty Dollars ($50.00) per Delegate shall be paid by each Local on behalf of its Delegates and this fee shall be deducted from the Local’s rebates in the month following registration”.

DEFINING MEMBERSHIP

Article 5, Section C:

“For the purpose of defining Membership in this Section, the Dues Check-Off List and the List of Members on LTD shall constitute a Local’s Membership total.”

PER CAPITA – LABOUR COUNCIL

As per Article 22, Section C, the Per Capita for Locals of one hundred (100) members or less, who are affiliated to their local Labour Council, shall have the Per Capita paid by the Provincial Office.

Included in this section of your manual is a copy of a Per Capita Cheque Requisition form, which is to be completed and submitted to the Provincial Office, for reimbursement.

Please note it is essential Labour Council receipts be submitted along with the Per Capita Cheque Requisition form. All reimbursements will be paid through the Local’s direct deposit rebates.

Per Capita payments should be made by the Local to the Labour Council directly to maintain local autonomy for Labour Council status.
# PER CAPITA CHEQUE REQUISITION

(For Completion and Return to Provincial Office – Finance)

<table>
<thead>
<tr>
<th>Name of Local:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Amount:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Labour Council:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Affiliated:</td>
</tr>
<tr>
<td>Number of Members:</td>
</tr>
<tr>
<td>Cost Per Member:</td>
</tr>
<tr>
<td>Total Per Capital Costs:</td>
</tr>
<tr>
<td>Payment for Month Of:</td>
</tr>
<tr>
<td>Requested By:</td>
</tr>
</tbody>
</table>

**PLEASE ATTACH LABOUR COUNCIL RECEIPT**

---

**FOR FINANCE OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Authorized By:</th>
<th>Dated:</th>
</tr>
</thead>
</table>
TAB THREE

Trustees

DUTIES OF THE TRUSTEES

The Trustees shall have general supervision over the property of the Local, subject to such instructions as they may from time to time receive. They shall examine the books of the Local quarterly, and when approved, must sign off on the completed Trustees’ Quarterly Report form. By signing the Quarterly Report, the Trustee takes full responsibility of what is reported.

They must ensure the Quarterly Reports are completed correctly and all information is accurately reflected for the Local’s activity. Once all three (3) Trustees have reviewed and signed, the Secretary-Treasurer will then mail the reports to:

Hospital Employees’ Union
Attention: Finance Department
5000 North Fraser Way
Burnaby, BC V5J 5M3

The Trustees must ensure the Secretary-Treasurer deposits all money belonging to the Local in a Credit Union or Chartered Bank as the Local may designate. They shall also perform such other duties as the Provincial Executive, the Local or the Constitution may direct.

The Trustee receiving the highest number of votes in the election meeting shall serve a two (2) year term; the others shall serve a one (1) year term.

Article 16, Section E states:

On an annual basis the Local Trustees complete a survey of the Local’s finances and present the findings of this survey to the Membership at the Local meeting.

The survey will be designed to assist in a positive manner as a way of assisting in reporting the finances of the Local to the Membership.

Trustees cannot be signing officers on the Local’s bank account.
CHECKLIST FOR LOCAL TRUSTEES

1. Quarterly Report
   - Reviews the last Quarterly Report submitted for ending balances.
   - Ensures that the closing balance of Quarterly Report is carried forward to the new Quarterly Report.
   - Confirms that the ledger closing balance and net bank balance must equal each other.
   - Verifies that 3 Trustees have signed the Quarterly Report before sending to the Provincial Office.

2. Ledger Book
   - Reviews the ledger entries and totals per column for both revenue and expenses.
   - Accumulates revenue and expense totals as necessary.

3. Bank Statements
   - Confirms amounts to Quarterly Report numbers.
   - Declares term deposits, bank interest, if necessary.

4. Cheques
   - Reviews cheques to confirm they are in numerical and chronological order.
   - Ensures there are no pre-signed cheques.

5. Receipts
   - Verifies expenses are reimbursed according to receipt amounts.
   - Ensures there are receipts for every cheque issued.

6. Local Meeting Minutes
   - Confirms all expenses have been approved by the membership meeting with quorum and all expenditures have been recorded in the meeting minutes.

TRUSTEES’ QUARTERLY REPORT
The Quarterly Report is divided into 3 sections: Ledger, Bank Statement and Trustees Signatures.

Section 1 of the report is the Ledger. This pertains to information from the Local’s records, rebates (direct deposit advice), bank interest (from the bank statement), and stale dated cheques.

Section 2 of the report is the Bank Statement. These numbers are taken from the bank statement at the end of the quarter being reported.
Here are some common issues for review:

- **Bank Statement Ending Date:** The ending date of the bank statement is very important. Not all bank accounts have the month end as the statement ending dates. Ensure that the exact date shown on the bank statement is correctly reflected on the Quarterly Report.

- **Outstanding Cheques:** These are cheques that were written before the end date of the Quarterly Report that have not yet been cashed. They will remain as outstanding on the report unless they become stale dated, 6 months after the date they were written.

**Section 3** of the report is where the printed names and signatures of the Trustees who have reviewed the Quarterly Report go. It is **essential** that three (3) Trustees sign the Quarterly Report before it is forwarded to the Provincial Office, otherwise the Quarterly Report will be returned to the Local. By signing the report, the Trustees confirm that they have examined the books of the Local, verified all revenues and expenses, minutes of meetings approving expenditures, and that the report accurately reflects the financial activities of the Local in that quarter.

In the event there is a Trustee who is away on vacation or other extended leave, the Local may decide to wait until the Trustee has returned or call another elected officer who is not a current signing officer on the Local’s bank account to sign the report provided they perform the required review process. Refer to page 61 of the Constitution – Article 16, Section I: Officer Vacancies.

*Article 16, Section I states:*

> During the temporary absence of any Officer, the Chairperson shall appoint a Local Executive Member to fill the vacancy.

Please use the “Sample Quarterly Report” and the “Instructions on Completing Quarterly Reports” section in this manual for reference.
Policies, Procedures and Publications

HOTEL ACCOMMODATION FOR HEU SPONSORED EVENTS

Members who attend a Union sponsored event are expected to travel home upon adjournment wherever possible. When members choose to drive, any added costs over the cost equivalent of airfare such as hotels, per diems, wages, etc will not be the responsibility of HEU. The HEU travel policy will be sixty kilometres or ninety minutes to be entitled to accommodations.

The Provincial Executive adopted a new Travel Policy on January 25, 2019 and this policy can be found in the HEU Policy and Procedures manual.

The Provincial Executive is responsible for implementation of this resolution which necessitates addressing the meaning of “out of town” for the purposes of this resolution, keeping in mind that the clear intent of the resolution, based on the debate at the 2018 convention, is to prevent hardship and ensure the safety and wellbeing of members who attend union events.

Members travelling from out of town for a union event are expected to be able to arrive at the venue at a reasonable time the evening before, when the event is scheduled to begin the following morning.

If the members would require time off the day before from a scheduled shift (either a full shift or part of a shift) they may request union leave for the reasonable amount of time needed for travel.
For events scheduled to begin in the evening, members are expected to arrive in sufficient time to register and check-in to their hotel. Should the time to travel to the event require leave from a shift (or part thereof) they should request union leave.

Members are expected to travel home at the end of an event on the same day if they are able to reach their home at a reasonable hour. If that is not possible, the member may apply for union leave for all or part of a shift (as appropriate) for the reasonable amount of time needed for travel on the following day.

The Financial Secretary has discretion to deal with special circumstances.

Note: Where possible, if the following day is not a scheduled day of work, members should travel home even if they do not arrive until later in the evening. For example, if a member is flying home to Campbell River and taking a cab from the airport and will be home before midnight, they should do so. However, if a member is flying to Prince George and faces an hour drive from the airport in unsafe winter driving conditions at night, they should instead return home the following day.

Per the Rest Day policy, Rest Days WILL NOT APPLY to travel days unless a full day of travel is required.
# DEPENDENT CARE – CHEQUE REQUISITION FORM & POLICY

Download this form online: [www.heu.org/local-executive-documents](http://www.heu.org/local-executive-documents)

## Member Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name and Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Email</th>
<th>City</th>
<th>Postal Code</th>
<th>SIN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local</th>
<th>Facility Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Union Function</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Dependent Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Caregiver Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name and Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Email</th>
<th>City</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relation to Member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## Dependent Care Outside of Work Hours

<table>
<thead>
<tr>
<th>Date MM/DD/YY</th>
<th>Start Time</th>
<th>End Time</th>
<th>No. of Hrs</th>
<th>Amount/Hour</th>
<th>Daily Claim</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CLAIM**

I confirm that the above information is accurate and is in accordance with the HEU Dependent Care Policy and authorize HEU to contact the caregiver for confirmation.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor No</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BE SURE TO ATTACH YOUR RECEIPT**
REVISED HEU DEPENDENT CARE POLICY
EFFECTIVE NOV. 6, 2016

HEU Policy on Dependent Care While at Union Functions

HEU strongly encourages all members to play an active role in the Union. HEU recognizes that our members have family responsibilities that they balance with work and union activity. This Dependent Care Policy is one way to help with that balance and eliminate some of the barriers that prevent members with family responsibilities from participating fully in their Union.

- This policy applies to participation at all provincially sponsored HEU functions.
- Wherever possible and where there is sufficient need, HEU will provide quality, on-site childcare.
- HEU will reimburse receipted off-site dependent care costs, over and above the cost of normal expenses incurred for work, at the current minimum wage per hour to a maximum of $160.00 per family for a continuous 24-hour period.
- For the purposes of dependent care while participating in union functions, a dependent is either a member’s own or their spouse’s children, if they are under the age of 16 and reside with the member full or part time.
- Also, a dependent may be any person, regardless of age, who is dependent on the member’s care because they are mentally or physically challenged, or parents, grandparents and elder relatives requiring the member’s assistance in day-to-day living.
- A spouse includes common-law and same sex partners.
- Reimbursement will not be made to a member’s spouse or to a parent or sibling of the dependent or to a person living at the same address.
- In recognition of unique dependent care and special care needs, exceptional circumstances will be considered.

Procedure

- A Dependent Care Cheque Requisition form must be completed in full and submitted as part of the member’s expense claim in order to receive reimbursement.
- The form must include the care giver’s name and address and a signed receipt must be attached.
- The names and ages of dependents must be listed, including their relationship to the member.
- There will be no cash reimbursement of dependent care expenses.
- In order to comply with Canada Revenue Agency regulations the Dependent Care Cheque Requisition form must be signed by the member as being accurate.
- A T4A form will be provided to the member at the end of the year as dependent care reimbursement must be declared as income.
- Requests for reimbursement for exceptional circumstances must be made to the Financial Secretary. The member will be notified within 72 hours if the request is denied and of their right to appeal. The member may appeal to the Provincial Executive and the member will be notified of the PE decision within 24 hours of the last day of the PE meeting.

Download this form online: www.heu.org/local-executive-documents
BURSARIES
As per Article 22, Section B, monies used for bursary purposes shall be administered by a Bursaries Committee under the direction of the Provincial Executive.

The Bursary Committee is comprised of:
- The Provincial Trustees and
- The Financial Secretary

Present members of the Hospital Employees’ Union, as well as their children, stepchildren, children under the legal guardian, and spouses (including common-law spouses and same sex partners), shall be eligible for bursaries. These Bursaries are offered on an annual basis and shall be tenable at any post-secondary educational institution. The Bursary notices are sent out from the Provincial Office in May or June of each year.

Currently, we have thirty nine (39) Bursaries available. Bursary applications may be obtained from the Provincial Office or from the HEU Website, once the notice has been released to the Locals.

In accordance with the Constitution and By-Laws, all applicants shall be notified in writing as to whether or not they have been accepted as a recipient of an HEU Bursary prior to the commencement of the school term.

A list of successful applicants shall be published in the Guardian.

LABOUR STUDIES COURSES
For many years the Hospital Employees’ Union has endorsed and supported labour studies programs across Canada through various other organizations such as Capilano University, Labour Councils, BC Federation of Labour, CLC, CUPE, etc. These courses, which range from labour law, human rights, occupational health and safety and stress management, provide valuable labour education. They are usually held in the evening or on weekends, depending on the level of training required, and complement the extensive educational programs HEU offers.

At the March 2017 Provincial Executive meeting, your Provincial Executive voted to change the existing policy to increase the amount of the registration fee(s) reimbursement for labour studies courses held by other organizations to $500.00 per member per year.

The change allows more access to members outside of the Lower Mainland and allows up to a cumulative maximum fee of $500.00.

Please note registration or tuition fee(s) will be reimbursed upon receipts to the Financial Secretary. All other costs such as wage replacement, accommodation, transportation, per diems and cancellation fees must be covered by either the member personally or their Local.

Please check with the Financial Secretary prior to taking a labour study course to confirm the course will be reimbursed.
DUES
At the 32nd Biennial Convention of the Hospital Employees’ Union, delegates amended Article 2, Section A of the Constitution and By-Laws to amend the language on union dues as follows:

“...Union dues shall be 2.1% of the gross salary except that dues shall not be collected on overtime pay...”

The Constitution and By-Laws also states that, except by special dispensation consisting of a two-thirds (2/3) affirmative vote of the Provincial Executive, all membership dues, initiation fees and assessments shall be paid through the membership check-off. Any member who, without a reason acceptable to the Provincial Executive, is three (3) or more months in arrears of dues, initiation fees, or assessment payments, shall automatically lose their status as a member.

INITIATION FEES
As per Article 2, Section A, the Initiation Fee for the admittance of all new and former Members shall be Five Dollars ($5.00) per Member and shall be deducted from the new Member’s pay cheque at the time of the first deduction for Union Dues.

The Initiation Fee shall apply in all cases, unless the Employee can produce a Membership Card from the Hospital Employees’ Union.

It is the responsibility of the Employer at the facility to deduct this Initiation Fee and to submit it to the Provincial Office.

If a member came from a Union affiliated to the Canadian Labour Congress, they are exempt from paying the $5.00 Initiation Fee.

When organizing takes place, the initiation fee will not be deducted until such time a Collective Agreement has been negotiated. The collection of the initiation fee will be the responsibility of the Employer.

FULL PARTICIPATION POLICY
- Delegates are required to confirm full participation in the entire Convention or HEU sponsored events, with the exception of other events at which the member is representing HEU.
- Members are expected to attend all sittings of Convention sessions, (all Conventions, not just HEU) regardless of their work schedule
- Attendance to social evening events is encouraged
- Members attending Conferences or Conventions will be teamed up as a “buddy system” with a member of the Provincial Executive
- Wages and per diems will not be paid to members who do not attend without a valid reason
- If a member shows up late and/or leaves early this Policy shall also apply
- Members attending functions must be prepared to report to the membership on the events which they attended as a means of being accountable to the membership
- The representing Local will be advised if members violate this Policy
- Members may apply for special dispensation to the Financial Secretary or designate
**NO SHOW POLICY**

Members that are “No Show” to HEU events, and do not contact the Union to cancel, will not be considered for future HEU educational opportunities or opportunities to attend external conferences such as the BC Federation of Labour or CUPE for a period of one (1) year.

Members attending Union sponsored events will be teamed up as a “buddy system” with a Provincial Executive member or another member.

Members may apply for special dispensation to the Financial Secretary or designate.

Members accused of violating the HEU “No Show” policy shall be given full disclosure of the accusations against them, and an opportunity to defend themselves before any decisions are made. A full investigation will be conducted before any subsequent punishment is given out.

**RETIRED MEMBERS**

*Article 25* states:

**Section A**

**ORGANIZATION OF RETIRED MEMBERS:** An organization of Retired Members shall be formed with voluntary membership on the payment of Five Dollars ($5.00) per year. This Organization shall be organized by and have assistance from the Provincial Office, Burnaby Site.

**Section B**

**RETIRED MEMBERS IN GOOD STANDING:** Retired Members will be deemed Members in good standing upon written notification to the Provincial Executive, having recorded attendance at the required number of Local meetings, and payment of a yearly dues of five dollars ($5.00). As such, they may represent their Locals as delegates to Labour Councils and other organizations to which their Local belongs and may serve on non-employer committees at the discretion of the Local Membership.

**LOST WAGES ON UNION BUSINESS**

We want to encourage HEU members to be or to get involved in our Union and that is why the HEU will reimburse members up to full-time hours per shift only, regardless of where they are delegated from, provided the site is an HEU certification.

Members are required to fill out a Personal Salary & Expense Voucher for each event they have attended.
Contact Us

Provincial Office
5000 North Fraser Way
Burnaby, B.C. V5J 5M3
1-800-663-5813 (toll-free)
fax: 604-739-1510

Northern Office
1197 Third Avenue
Prince George, B.C. V2L 3E4
1-800-663-6539 (toll-free)
fax: 1-250-562-3645

Okanagan Office
250-1815 Kirschner Road
Kelowna, B.C. V1Y 4N7
1-800-219-9699 (toll-free)
fax: 1-250-765-0181

Vancouver Island Office
201-780 Tolmie Avenue
Victoria, B.C. V8X 3W4
1-800-742-8001 (toll-free)
fax: 1-250-480-0544

Kootenay Office
745 Baker Street
Nelson, B.C. V1L 4J5
1-800-437-9877 (toll-free)
fax: 1-250-352-6999

Vancouver Island – Comox Office
6-204 North Island Highway
Courtenay, B.C. V9M 1C7
1-800-624-9940 (toll-free)
fax: 1-250-331-0673

Email
heu@heu.org

Online Platforms

heu.org
Hospital Employees’ Union
@HospEmpUnion
heu_in_bc