

## **TERMS OF REFERENCE SERGEANT-AT-ARMS COMMITTEE**

(hereinafter called the “Committee”)

### **PURPOSE:**

1. To ensure only active members and approved guests are admitted to General Meetings, Shop Stewards Training Assemblies and Special Meetings.
2. The Committee will advise the presiding officer of names of all attending guests prior to the start of the meeting.
3. To assist in maintaining order.

### **OBJECTIVES:**

1. To keep accurate records of attendance for quorum at meetings for honoraria and eligibility for Board of Directors (the “Board”) elections.

### **RESPONSIBILITIES:**

1. To draft an annual work plan outlining proposed dates and deadlines for the following year.
2. To provide the Board and the Chair of all CSU 52 committees with the proposed work plan and dates.
3. To open doors thirty (30) minutes before the start of meetings.
4. To ensure that anyone leaving the meeting or training prior to the official conclusion sign out. The Sergeant-at-Arms will record the time of departure and retain the person’s leave early slip.
5. The Committee Chair shall report attendance to the General Meetings and to the Shop Stewards Training Assemblies.
6. To submit all General Meeting and Shop Stewards Training sign-in records, including leave early slips, to the Office Administrator within five (5) calendar days after each meeting.
7. To provide an attendance report to the Chief Shop Steward within fourteen (14) calendar days of all Shop Stewards Training Assemblies.
8. To compile the attendance records for all General Meetings, Shop Stewards Training and Contractual Unit Meetings for the purpose of eligibility for elections to the Board.
9. To ensure the Office Administrator has submitted the attendance records to the Financial Administrator within five (5) calendar days after the December General Meeting for the purpose of honoraria.
10. The Committee is responsible for maintaining a positive and respectful working relationship with CSU 52 Office Staff.
11. The Committee will follow the CSU 52 Brand policy and procedures.
12. The Committee Chair will provide the Financial Administrator and the Treasurer with their proposed Committee budget by November 1<sup>st</sup> of each year. Budgets should include details of proposed income and expenditures.

13. The Committee Chair will submit a copy of their Sergeant-of-Arms meeting minutes, including attendance records, to the Office Administrator and the Financial Administrator within fourteen (14) calendar days of each Committee meeting.
14. Union expenses less than one-hundred dollars (\$100) may be paid by Committee members and submitted to the Financial Administrator for reimbursement within fourteen (14) calendar days of expenditure with receipts and supporting documentation.
15. Union expenses more than one-hundred dollars (\$100) must be paid to the vendor directly by the Union through the Financial Administrator. The Committee will advise the Financial Administrator of the pending vendor and sale with full details of the expense and appropriate supporting documentation.
16. Whenever possible, printing and photocopying services shall be done in-house at the Union Office prior to outsourcing these services.
17. The Committee will review their Terms of Reference and submit proposed changes to the Policy & Procedures Committee. The Policy & Procedures Committee will forward the proposed changes with their recommendation to the Board for approval.

#### **MEMBERS & TERMS OF OFFICE:**

1. The Committee is to consist of two (2) members elected by the Union Membership at the January General Meeting.
2. One (1) member elected in odd years and one (1) member elected in even years, all for two (2) year terms.
3. Committee positions will be determined amongst the Committee.
4. The Sergeant-at-Arms shall not chair any meeting or training at which they are in the position of Sergeant-of-Arms.
5. Members of the Board and CSU 52 Office Staff shall not be eligible to be members of this Committee. In the absence of one (1) of the Sergeant-at-Arms Committee members, a Board member will be appointed to sit as a Sergeant-at-Arms by the chair of the meeting or training.

#### **MEETINGS:**

1. The initial meeting of the Committee, to be held in January, shall:
  - a. discuss the Committee Terms of Reference;
  - b. review the work plan and budget; and
  - c. elect the Committee Chair.
2. The Committee will attend all General Meetings, Shop Stewards Training Assemblies and any Special Meetings called according to the Bylaws.
3. The Committee will hold a maximum of two (2) meetings per year: the initial meeting in January and one (1) at year-end to compile attendance records.
4. Should the Committee require any additional meetings, they must have prior Board approval.