

TERMS OF REFERENCE DISCIPLINE COMMITTEE

(hereinafter called the “Committee”)

PURPOSE:

1. To investigate all charges against member(s) as brought before the Union under Bylaws, Article 7 in order to arrive at a fair and impartial decision.

OBJECTIVES:

1. Arrange meetings, call witnesses and gather evidence to enable the Committee to arrive at a decision being guided by the Labour Relations Code.
2. To render a decision within fourteen (14) calendar days of the conclusion of the investigation.

RESPONSIBILITIES:

1. To draft an annual work plan outlining proposed dates and deadlines for the following year.
2. To provide the Board of Directors (the “Board”) and the Chair of all CSU 52 committees with the proposed work plan and dates.
3. Meeting notes and documents containing information of a personal, private and confidential nature, shall be kept in a locked file in the Union Office at all times and be available only to the members of the Discipline Committee, and where an appeal has been made, to the Grievance Appeal Committee.
4. The Committee is responsible for maintaining a positive and respectful working relationship with CSU 52 Office Staff.
5. The Committee will follow the CSU 52 Brand policy and procedures.
6. The Committee Chair will provide the Finance department and the Treasurer with their proposed Committee budget by November 1st of each year. Budgets should include details of proposed income and expenditures.
7. The Committee Chair will submit a copy of their meeting minutes, excluding meeting notes and documents containing information of a personal, private and confidential nature, and including attendance records, to the Administrative Team Lead and the Finance department within fourteen (14) calendar days of each Committee meeting.
8. Union expenses less than one-hundred dollars (\$100) may be paid by Committee members and submitted to the Finance department for reimbursement within fourteen (14) calendar days of expenditure with receipts and supporting documentation.
9. Union expenses more than one-hundred dollars (\$100) must be paid to the vendor directly by the Union through the Finance department. The Committee will advise the Finance department of the pending vendor and sale with full details of the expense and appropriate supporting documentation.
10. Whenever possible, printing and photocopying services shall be done in-house at the Union Office prior to outsourcing these services.

11. 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 five (5) members elected by the Union Membership at the January General Meeting.
2. Two (2) members elected in odd years and three (3) members elected in even years, all for two (2) year terms.
3. Committee positions will be determined amongst the Committee.
4. A Committee member will advise the Board of any breach of confidentiality within the Committee. A breach of confidentiality will result in suspension from the Committee pending the outcome of a disciplinary investigation by the Board.
5. Members of the Board and CSU 52 Office Staff shall not be eligible to be members of this Committee.

MEETINGS:

1. The initial meeting of the Committee, to be held in January, shall:
 - a. discuss the Committee Terms of Reference;
 - b. review Bylaws Articles 3.02 and 7, and Policy & Procedures Manual Section D-1;
 - c. review the work plan and budget; and
 - d. elect committee positions.
2. Committee meetings for the purpose of investigating charges against members will be held at the discretion of the Committee Chair upon receipt of a complaint.
3. Should the Committee require more than ten (10) meetings, including the initial meeting in January, they must have prior Board approval.
4. Committee members are expected to attend scheduled meetings. Excessive or unreasonable amount of absence of a member may result in the removal from the Committee as deemed necessary by the Board.
5. The Committee may hold an annual dinner to recognize the work of the Committee, not to exceed the dollar value specified in the "Committees - Meal Allowance" policy. The meal expense will be part of the Committee's expense budget.