

IBEW Local 2067



Union Awareness Funds: Unit Chairmen

Section:	Human Resources – Executive – Unit Officers
Issue/Revision Date:	January 5, 2017
Effective Date:	January 15, 2017

POLICY STATEMENT:

This policy details the funds available for each Unit to promote awareness of IBEW Local 2067 in the public eye. This policy is in supplement to the IBEW Local 2067 Policy Paper, Article 21: Union Awareness Money.

ELIGIBILITY/APPLICATION:

- IBEW Local 2067 Units, via Unit Meetings

CONDITIONS/PREREQUISITES:

IBEW Local 2067 Business Office realizes the need for maintained morale and goodwill between the Union and the public, and as such the Business Office may budget an amount it sees fit to accommodate this need. The budgeted amount is currently listed in the IBEW Local 2067 Policy Paper and is useable as per the conditions laid out in the Policy Paper in conjunction with the procedures listed below.

PROCEDURES:

- The amount of Union Awareness money available per Unit is currently detailed in the IBEW Local 2067 Policy Paper as such:
 - Money available for the current year will be based on the previous year's data as follows:
 - \$75.00 per meeting held. (minimum 2 members required to constitute a meeting)
 - \$5.00 per Member who attend each meeting.
 - The yearly maximum available for each Unit is \$1,550.00.
- If a Unit Chair is uncertain of the amount, or remainder of amount budgeted for their unit, they need to contact IBEW Local 2067 Administration Staff to find out the amount.
- If there are budgeted funds available, the Unit Chair may utilize the membership within their Unit to decide on a course of action to utilize the money to promote awareness of IBEW Local 2067 to the public within their Unit.
 - Examples of acceptable uses of funds:
 - Recreation space advertising (rink, golf course, etc.)
 - School or charity group donations with recognition
 - Unacceptable suggestion for use of funds:
 - Team entry fees, travel or general expenses
- To request to utilize the Union Awareness Money, the Unit Chair must submit a "Motion of Recommendation" to the Executive via the Unit Meeting Minutes. IBEW Local 2067 Executive will have final approval on all Union Awareness expenditures.
 - The Motion of Recommendation must detail where the money is to go, and the specifics on how the funds will promote Union Awareness.
 - The Unit Chair shall also complete the "Union Awareness Funds Application" to the best of their ability, and attach that to their Unit Meeting Minutes.
 - The Unit Chair is advised to also submit the same Application to the IBEW Local 2067 Administration Staff to ensure timely appropriation of the funds.
 - The Executive will review the Application, approve or deny it via consensus, and ensure the application is forwarded to the IBEW Local 2067 Administration Staff for processing.
- Once the budgeted amount for a Unit is used up, IBEW Local 2067 is not required to allocate any further Union Awareness money to that Unit.
- Union Awareness amounts that remain at the end of the fiscal year do not carry over, and will be returned to the IBEW Local 2067 general coffers, unless special arrangements have been made with the IBEW Local 2067 Executive Board.
- Pending extenuating circumstances, variances to this policy may be considered by the Executive.



IBEW Local 2067



IBEW Local 2067 Union Awareness Funds Application

Unit Chair:			
Unit Number:		Request Date:	

	Yes	No
Motion of Recommendation submitted via Unit Meeting Minutes:		
Meeting Date:		

Recipient of Union Awareness Money (include contact person and means to contact):

Brief description of how much is being spent, and how awareness is achieved:

Date Approved by Executive:

Requested by:

(signature)

Approved by:

(signature)

