

NATIONAL CONVENTION ASSISTANCE FUND

GUIDELINES

- 1) An amount equal to .001 of General Fund revenue will be allocated to the permanent National Convention Assistance Fund.
- 2) Local unions will be eligible to apply for assistance towards the cost of sending one delegate only. Locals accepting assistance from the Fund will not be eligible to send any other delegates (including an alternate delegate).
- 3) Local unions applying for assistance from the Fund must meet all established criteria in order to be declared an eligible local.
- 4) Eligible locals will be entitled to receive the **lesser** of:
 - a) an equal share of available monies; or
 - b) reimbursement of the following expenses:
 - (i) 100% of eligible receipted travel costs (as per CUPE expense policies) to and from the city where the Convention takes place, not to exceed the cost of return airfare at the "special convention rate"; and
 - (ii) 100% of receipted accommodation costs to a maximum of five (5) nights (not to exceed the "special convention" single room rate plus tax in an approved convention hotel); in cases where a delegate takes advantage of a reduced airfare and complies with the requirement for Saturday night stay (prior to convention), CUPE will pay hotel costs for six (6) days; and
 - (iii) 100% of lost wages and benefit costs to a maximum of five (5) days.

ELIGIBILITY CRITERIA

All of the following conditions must be met:

- 1) The local must have an income-related union dues structure in conformity with Article B.4.3 of the CUPE Constitution.
- 2) At the time of application, the local union must be in compliance with the constitutional provisions governing per capita tax obligations to the National Union.
- 3) At the time of application, Trustees Reports for the 12-month period January to December 2002 must be on file in the National Secretary-Treasurer's Office.
- 4) The local union must provide the National Secretary-Treasurer with copies of the local's monthly financial reports, duly adopted at general membership meetings, for the first three months of the convention year.
- 5) Over the 15-month period, from January of the year prior to the convention, to March of the convention year, the average financial assets of the local union (and of any of its subsidiary or arms-length entities) must be less than 2.5 times the cost of sending a delegate to convention. (The cost of sending a delegate to convention shall be based on the estimated cost to the local of the delegate's lost wages and benefits, established convention hotel rate, and travel cost not to exceed the convention airfare rate.) (For newly-established locals, financial assets will be averaged from the month of the local's first per capita tax payment to March 2003.)
- 6) Applications for assistance must be made on an official application provided by the National Secretary-Treasurer, signed by the local union president and secretary or treasurer, and received by the National Secretary-Treasurer no later than **JUNE 30TH** of the convention year. **All required documentation must be received by this date for applications to be considered.**

Quebec City 2003

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2003 NATIONAL CONVENTION ASSISTANCE FUND APPLICATION

Local Union _____ Province _____

Contact person (name and title) _____

Mailing address _____

Telephone (work) _____ (home) _____ (fax) _____

1. What is your local union's dues structure?

2. What is the average monthly union dues paid by the members of your local?
\$ _____

3. The last per capita tax payment made to CUPE National by your local is for which month?

4. Is your local's Trustees Report for the 12-month period ended December 31, 2002 on file with the National Secretary-Treasurer?
 yes no

5. Based on current costs, what would be the cost to your local union of sending a delegate to the 2003 National Convention?

- travel to/from Quebec City \$ _____
- hotel accommodation (nights X \$ per night) \$ _____
- per diem/meal allowance (days X \$ per day) \$ _____
- miscellaneous expenses (i.e. convention and sectoral meetings registration, etc.) \$ _____
- lost wages & benefit costs (days X \$ per day) \$ _____

TOTAL ESTIMATED COST: \$ _____

6. What are the average financial assets of your local for the 15-month period January 2002 to March 2003?
\$ _____

(Please enclose copies of the financial statements adopted by your local's membership for January, February and March 2003.)

Signature of President _____ Signature of Treasurer _____ Date _____