



# National Defence Fund Regulations

**September 2013 Version**

**CUPE** / Canadian Union  
of Public Employees

# **NATIONAL DEFENCE FUND REGULATIONS**

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# NATIONAL DEFENCE FUND REGULATIONS

## Article 1

### NATIONAL DEFENCE FUND FINANCES

1.1 National Defence Fund monies are to be placed on deposit in a chartered Canadian bank, trust company covered by federal deposit insurance, a credit union or caisse populaire covered by deposit insurance or any other financial institution governed by a regulatory body. Cheques on this account are to be issued under the signature of both National Officers.

1.2 (a) National Defence Fund monies are to be kept in a separate account and statements of this Fund shall be prepared every three (3) months for submission to the National Executive Board. This report shall be separate from the financial reports of the General Fund and the National Strike Fund.

(b) The annual financial statement of the National Defence Fund, duly audited, shall be sent to all CUPE chartered organizations.

1.3 National Defence Fund monies may be invested in any or all of the following financial instruments of Canadian entities:

(a) bonds, debentures, mortgages, notes or other debt instruments of governments, government agencies, or corporations;

(b) guaranteed investment contracts or equivalent of insurance companies, trust companies, banks, credit unions or caisses populaires, or other eligible issuers, or funds which invest primarily in such instruments;

(c) annuities, deposit administration contracts or other similar instruments regulated by the *Insurance Companies Act*, R.S.C. 1991 c. 47, as amended or comparable provincial law;

(d) term deposits or similar instruments issued or unconditionally guaranteed by trust companies, banks, credit unions or caisses populaires;

(e) cash, or money market securities issued by governments, government agencies or corporations;

(f) mutual, pooled or segregated funds which may invest in any or all of the above instruments or assets.

1.4 It is understood that all earnings from investment shall accrue to the Fund. If the monies are invested the investments must be immediately marketable.

## Article 2

### COST-SHARED CAMPAIGNS

2.1 Any chartered organization may apply for financial assistance for a cost-shared campaign. In order to be eligible for assistance, the chartered organization shall not be in arrears of payment of per capita tax, levies, assessments, affiliation fees, or other financial obligations payable to the National Union.

2.2 In order to be considered for assistance, the cost-shared campaign must satisfy the following guidelines:

(a) An application must be submitted to the National Officers for consideration by the National Executive Board.

(b) The Regional Director or a National Representative appointed by the Regional Director, and a Communications Representative must be directly involved in the preparation and implementation of the campaign. The local union must consult with the Provincial Division.

(c) The application for assistance should be made on the form attached in Appendix "A" and must include:

- i) a statement of the campaign's purpose and objectives;
- ii) the name of a coordinator/contact person with whom the National Union can communicate;
- iii) a detailed budget of proposed income and expenditure; and,
- iv) the anticipated start date and termination date of the campaign.

(d) The application for assistance must also include the following:

- i) for locals, the last available check-off dues report from the Employer and,
- ii) for all chartered organizations, the National Union must have on file a copy of the letter approving the most recent chartered organization's by laws if the organization has different by-laws then the one found under Appendix B of the National Union's Constitution and,
- iii) Trustee's report of the chartered organization for the last completed fiscal year as per article B.3.12.c) of the National Constitution.

These three requirements must be submitted with the cost-share request or the request will be denied.

(e) The completed application should be submitted at least four (4) weeks before the next-scheduled meeting of the National Executive Board in order to be considered at that meeting.

2.3 In cases of emergency, applications for assistance may be considered and approved by the National Executive Committee. The approval of the National Executive Committee shall be communicated to the next meeting of the National Executive Board for ratification.

2.4 Approval for a cost-shared campaign must be for campaign expenditures only and the National Union's share shall be not more than 50% of the cost of the campaign expenditures. In exceptional circumstances only, the National Executive Board may consider a request for assistance in excess of 50% of the cost of the campaign expenditures.

2.5 (a) Where it is agreed between the chartered organization and the National Union that the National Union shall be responsible for the payment of campaign expenses, the chartered organization must forward its share of expenses to the National Secretary-Treasurer within one month of receiving notification of approval by the National Executive Board (or by the National Executive Committee, in cases of emergency).

(b) In these cases, all expenditures will be paid by the National Secretary-Treasurer, except for petty cash and predetermined nominal cash floats required to facilitate efficient administration of the cost-shared campaign.

2.6 Where it is agreed between the National Union and the chartered organization that the chartered organization will pay expenses directly, it must forward a claim for reimbursement to the National Secretary-Treasurer including:

(a) a detailed statement of all expenses;

(b) a copy of all invoices in support of these expenses;

(c) proof of payment (by receipt or copy of the front and back of the chartered organization's cancelled cheque).

2.7 All expenses and/or claims for reimbursement shall be submitted to the National Secretary-Treasurer no later than three (3) months after the end of the campaign.

2.8 Within three (3) months of the termination date of the campaign, an evaluation of the campaign, in the form attached in Appendix "B", shall be completed and forwarded to the National Officers.

2.9 All printed campaign materials shall acknowledge the contribution of CUPE's National Defence Fund.

### **Article 3**

#### **NATIONAL, PROVINCIAL AND LOCAL INITIATIVES**

3.1 Upon approval by the National Executive Board, by motion or through budget, the National Defence Fund may:

- (a) Support national, provincial, and local initiatives related to CUPE's strategic national priorities;
- (b) Fund major organizing initiatives in accordance with a budget approved by the National Executive Board;
- (c) Provide special funding for CUPE Divisions for extraordinary province-wide campaigns on issues of national importance;
- (d) Finance national, provincial and municipal political action initiatives.

## **Cost-Shared Campaign Request**

**Applications for Cost-Shared Campaign funding should include answers to the following questions.**

**Date:**

**Name of Sponsor (Local/Council/Division):**

**Name of Contact Person(s):**

- What is the issue?
- What are the short-term objectives of the campaign?
- What are the long-term objectives of the campaign?
- To whom is the campaign directed?
- What is the main message of the campaign?
- How will members be involved in the campaign?
- How will the campaign increase the participation of members in the union (short-term and long-term)?
- How is the diversity of the membership reflected in the strategy, tactics and message?
- How will the campaign build support among the public?

**Provide a budget, indicating a breakdown of expenses and revenue.**

*If the budget includes funds for advertising (print or radio), provide information on outlet(s), coverage, frequency and size (where applicable):*

- Will all materials be produced by union labour?
- What is the duration of the campaign?

**Provide a time frame for different elements of the campaign.**

- How will the campaign be evaluated?
- Who will be involved in the evaluation?
- What factors will be used to measure results?

**For budgets in excess of \$40,000**

- If the budget were reduced by 20 per cent, what would you cut and what would be the impact?
- If the budget were reduced by 50 per cent, what would you cut and what would be the impact?
- Has the sponsor (Local/Council/Division) formally approved its contribution to this campaign?

**Sponsor Representative** (Name and signature):

**CUPE National Representative** (Name and signature):

**Communications Representative** (Name and signature):

## **Evaluation of National Defence Fund Campaign**

Evaluations of campaigns funded from the National Defence Fund should include answers to the following questions and should be submitted within three months of completion.

**Date:**

**Name of Sponsor (Local/Council/Division):**

**Name of Contact Person(s):**

**Attach one copy or one electronic copy of all materials produced for this campaign.**

*If material cannot be attached (e.g. billboards) please provide photographs or descriptions.*

- How were members involved in the campaign?
- Did this campaign draw in members from different backgrounds?
- Did this campaign promote increased membership involvement in future union activities?
- Did this campaign build support among the public?
- Were the objectives of the campaign achieved?
- What were the lessons learned?
- What would you do differently?
- Who was consulted in preparing this evaluation, and how?

**Sponsor Representative** (Name and signature):

**CUPE National Representative** (Name and signature):

**Communications Representative** (Name and signature):