



ASPA POLICIES

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ADMINISTRATIVE AND SUPERVISORY PERSONNEL ASSOCIATION POLICIES

1.0 VISION STATEMENT

To effectively represent its members and be a positive agent for progress at the University.

2.0 PURPOSE

ASPA exists for the following purposes:

- To promote the interest of the members of the Association,
- To establish communication with the Board of Governors or their representative with respect to the conditions of service of the members of the Association,
- To develop and promote educational and professional programs for the members,
- To provide improved communications among the member of the Association and other segments of the University community.

ASPA encourages and supports projects and activities, which strengthen, improve and promote these purposes.

3.0 ASSOCIATE MEMBERSHIP

An Associate Member is a member in good standing who has retired.

Retired members will be able to purchase an Associate Membership. The cost is \$10.00/year. This annual fee must be paid on or before the first day of the ASPA fiscal year in order to maintain this membership.

4.0 COMMITTEES

4.1 Internal ASPA Committees

All ASPA Committees will have Terms of Reference (TOR) developed. These TOR will be reviewed every three (3) years or as determined by the Committee.

Terms of Reference will be approved by the Executive and must include, but not be limited to: identification of committee membership of which one must be an executive member (ASPA Committees), length of terms of the membership, schedule of reports to the Executive (a minimum of one per year).

These Committees include but are not limited to:

- Engagement Committee
 - Communications/Public Relations
 - Education
 - Mental Health Campaign
 - Social
- Nomination
- Research

- AI, Data, Algorithms, and Automation
- Bargaining

4.2 External ASPA Committees

These committees have ASPA representation on them but their membership may include other Unions or the Employer as well. Terms of Reference may be available but do not require approval from the Executive. These include but are not limited to:

- JMAAC (Joint Management and ASPA Appeals Committee)
- Jurisdiction and New Positions
- MAC (Merit Audit Committee)
- AECC (Administrative Employees Consultative Committee)
- Pension
 - Academic Defined Benefit Pension Plan
 - Academic Money Purchase Plan

5.0 CHARITABLE DONATIONS

A donation is defined as a gift or contribution supporting an activity or cause without seeking any benefit in exchange. Donations will focus on initiatives which support ASPA's purposes.

ASPA will not support the following:

- Organizations that discriminate on the basis of any grounds protected under Human Rights Legislation,
- Political or religious groups or programs,
- Individuals or for-profit businesses,
- Charitable organizations already facilitated by the University's processes for employee charitable giving.

5.1 Process

Requests including any relevant supporting documentation should be submitted to ASPA. All requests will be approved by the ASPA Executive.

6.0 FINANCIAL MATTERS

6.1 Operating Budget

At all times, ASPA must have an acceptable amount of funds in its long-term savings and/or investment vehicles in order to support ASPA's operational success. It is recommended that ASPA have two (2) times their annual revenue in savings-like vehicles.

- Monthly reviews of the Budget will be done and approved at each Executive meeting.
- Yearly budgets will be presented to the membership at the Annual General Meeting.
- Financials will be audited annually by a Chartered Accountant of the Executive's choosing.

6.2 Contingency Fund

ASPA must maintain a contingency fund. The purpose of this fund is to maintain members' benefits (health, dental and life insurance) and provide some pay for a reasonable amount of time in the event any job action is taken.

6.3 Dues

Membership dues will be reviewed by the ASPA Executive at least on an annual basis to ensure they are sufficient to meet the demands and needs of the organization in order for it to meet its Vision and purposes. The Executive may recommend to the membership that the dues be adjusted, in accordance with the *Constitution and Bylaws*.

6.4 President's Discretionary Expense

The Presidents have a discretionary expense of up to \$300 per item that does not require Executive approval.

Any discretionary expense must be reported to the Executive at the meeting following that expense.

6.5 Executive Professional Development Grant (EPDG)

This fund was made to:

1. Encourage executive members to actively pursue PD.
2. Help provide the opportunity for ASPA executive members to get further training that helps them in their job or furthers them in their career.
3. Act as a recruiting tool when seeking volunteers to serve on the Executive.
4. Ensure that Executive can access PD to effectively participate in the overall governance process of the ASPA.

See Terms of Reference (TOR) for procedures.

6.6 Other ASPA Business Expenses

6.6.1 Purpose

ASPA business related expenses must be authorized in advance by the Executive. Expenses must be fully documented, support ASPA's vision and purpose and be in compliance with approved expenditure procedures and guidelines.

6.6.2 Policy

This policy applies to members when traveling or otherwise incurring expenses while on ASPA business.

Members must exercise good judgement and display prudent stewardship of resources when incurring expenses related to ASPA business.

A Member's failure to attend an approved event without sufficient justification may require the member to reimburse ASPA for the expenses.

6.6.3 Procedures

1. Making Travel Arrangements

Travel is to be arranged by the most economical and practical mode giving recognition to the effective use of the traveller's time.

2. Expense Reporting and Claim Procedures

Expenses will be reimbursed providing they are reasonable in nature and amount and are properly supported with documentation. Claims must be submitted within 2 months of incurring the expenditure.

Expenses not properly supported or adequately explained will be deducted from the amount when paying the claim. The claimant will be advised of the discrepancy and the expense item can be re-submitted when the matter is resolved.

Foreign currency amounts must be properly converted to Canadian dollars (CAD). If the rate varies from what is being claimed, support must be provided for the exchange rate used (e.g. the rate charged on a credit card statement, or provided by a bank for travelers cheques, etc.).

3. Receipts

Original receipts are required for reimbursement of all expenses with the exception of the per diems, private accommodation and use of personal vehicle for ASPA travel.

Receipts must include sufficient information to clearly detail the nature of the expenditure/purchase. In instances where an original receipt is not issued or has been lost, submit a copy of the credit card statement or credit card slip together with an explanatory note signed by the traveller.

Credit card slips alone are not acceptable, as they do not provide sufficient detail about the items being claimed.

Where applicable, claims must include the name(s) of the attendees and the purpose of the function. If the function includes visitors, guests or other appropriate stakeholder(s) the company or organization represented by the visitor(s), guest(s) or other appropriate stakeholder(s) should also be included.

Receipts for prepaid expenses must be attached.

For conferences, a copy of the conference registration form and event schedule/conference outline must be attached.

When a receipt for meals or incidental expenses is unavailable, a per diem may be claimed.

4. Allowable Expenditures

ASPA follows the University's guidelines for types of allowable, non-allowable expenditures and established rates– see

<https://servicecatalogue.usask.ca/procurement/travel-and-expense-reimbursement.php>

The University's established rates will be used for reimbursement of all expenses where the claim is other than what is noted on the original invoice/receipt (e.g. per diems, private accommodations, use of personal vehicle).

- Travel expenditures submitted for reimbursement must be in accordance with the university's [Travel Expense Guidelines \(login required\)](#). Hospitality expenditures submitted for reimbursement must be in accordance with the university's [Hospitality Expense Guidelines \(login required\)](#). In addition, there are [professional expense guidelines for APEFs and DSAEs \(login required\)](#).

Hospitality Guidelines:

Hospitality expenses are defined as the provision of food, beverages, activities, or events at business functions with the goal of promoting and furthering the purposes of ASPA.

Hospitality expenses must relate directly to activities performed in fulfilling ASPA duties and responsibilities.

Allowable hospitality expenses fall into three (3) general categories. These categories include (1) meals or refreshments served during ASPA business meetings, (2) meals for members, visitors, or other stakeholders while advancing ASPA business and (3) ASPA receptions including informal socials that would promote the engagement of its members.

NOTE: Alcoholic beverages are not permitted at working lunches.

Meals or refreshments served during business meetings:

- Working breakfast, lunch, or dinner meetings. A formal business discussion must be the purpose of the gathering.
- Workshops, orientations, or other ASPA functions.
- Meetings of advisory groups, outside reviewers, or other committees when the group is composed of both ASPA members and non-members.

Meals for members, visitors, or other stakeholders while advancing ASPA business:

- Meals related to the recruitment of members for ASPA committees and executive positions.
- Meals for individuals invited as visitors to contribute to the education and further training of the ASPA community. Normally, such visitors will deliver a seminar, talk, or other lecture for the benefit of ASPA members.
- Meals related to promoting ASPA interests within the University community (e.g. "Unions Working Together" breakfasts or luncheons).

ASPA receptions:

- Receptions for ASPA members following annual functions such as the Annual General Meeting.
- Receptions to acknowledge the volunteer services of ASPA members.
- Receptions to promote the engagement of ASPA members.

7.0 MOTIONS

7.1 Motions at Executive Meetings

Motions can be made by any executive member.

Motions that are put forward during an Executive meeting, will be recorded in the Minutes by the Administrative Assistant. The motion can be amended by the Executive members. Quorum for all motions is six (6) Executive Members.

Motions that are brought forward prior to the Executive meetings, will be placed on the Agenda by the Administrative Assistant. Quorum for all motions is six (6) Executive Members.

7.2 Email Motions

Motions that are made via email will be accepted just as they would be at a meeting. Quorum for email motions is six (6) Executive Members.

The motion will be added to the next Executive Meeting agenda for official record in the minutes.

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