

Taumun By-Laws & Internal Policy

Last Updated: Sep 2025

Google Workspace

1. Google Workspace Account Stewardship

- 1.1. The purpose of the Google Workspace account & gmail is to streamline our communication capacity and facilitate an effortless transition of all necessary communications and documents to incoming Executives for a better orientation experience. As Executives of Taumun, the representative is responsible for good stewardship of the account during their term, and abides by all policies and by-laws on the matter.**
- 1.2. All emails about Union business should be organized in appropriate folders and categories, so that institutional knowledge is maintained. As a policy, only emails that an executive determines to be spam should be deleted.**
- 1.3. No personal business should be conducted on these accounts.**
- 1.4. Failure to maintain or intentional destruction of communications relating to union business will be understood as a breach of duties & responsibilities per the TAUMUN constitution and may result in disciplinary action.**

1. Communication & Confidentiality Conduct

- 1.1. All communications by executives & employees about sensitive Union Information, including but not limited to Finance, Administration, Benefits, Executive Communications, Collective Bargaining, Human Resources, and Committees, must be conducted on official TAUMUN.ca accounts.
- 1.2. Meeting Minutes must be accessible only to TAUMUN members in good standing and may only be distributed physically to a verified member or through a non-employer email. Emails ending in “@mun.ca” are accessible to the employer and, therefore, will not be considered a secure method of communication.
- 1.3. All Online voting & Electronic Motions of the Executive Board and General Membership must be conducted using non-employer-affiliated emails. Emails ending in “@mun.ca” are accessible to the employer and, therefore, will not be considered a secure method of communication.
- 1.4. It shall be considered a breach of responsibilities and duties under the TAUMUN constitution to distribute Confidential Membership Information to the Employer, Memorial University, and any member accused of this act will be subject to a trial committee per the TAUMUN constitution at the discretion of the Executive Board. Any and all rulings by the committee will be adhered to and implemented.
- 1.5. All Social Media Communication Channels must be transferred to the incoming executive board by the vice-president, no later than a week after the election of a new vice-president.

Online Voting & Online Motions Conduct

- 1.1. Per the Executive vote in the April 4th, 2025 Executive Meeting, Online Motions & Voting may be exercised by the board to allow administration of union business between official meetings. All Executive Members are permitted to call for online motions, and per the Constitution, the president will preside over these votes, voting when a tie breaker is necessary.
- 1.2. All Online motions proposed must clearly state in the subject line "Motion:" with the appropriate content included. The motion must detail the necessary contents of the motion and be explicit in the parties and tasks entailed.
- 1.3. Voting must be conducted within 5 Business days of the proposal; any executive member on leave of absence will be marked as an absentee vote.
- 1.4. Motions only pass with a Majority vote. A majority vote is considered half of the executive board vote plus one additional vote. The President will serve as the tie-breaking vote if a tie arises.
- 1.5. The motion proposer must answer any questions and inquiries the executive board has on their motion, to the board's satisfaction, before the motion can pass.
- 1.6. Any amendments to the motion must be made prior to voting; all amendments proposed are accountable to the previous by-laws on Motion Proposers.
- 1.7. All votes must be submitted as a Yes, No, or Abstention vote, and an email communication of your vote must be sent within the motion email thread.
- 1.8. The first Yes vote will be considered the Mover, and the second Yes vote will be considered the Mover for the purpose of proper procedure. The Executive who proposes a motion cannot move or second their own motion, but they can vote in support of it.
- 1.9. Votes that are proposed "In-camera" will be conducted off the record, and will be conducted when an executive member feels the sensitivity of the motion's contents requires confidentiality.

Votes conducted in-camera will be conducted with no communication of their contents by the executive board to any outside party, and will appear in the records as “In-camera motion passed/failed”. Executives can request to vote to take a motion out of camera, which will then make it public to our general membership, if a majority vote passes.

Executive Monthly Stipend Policy

- A. -Executives shall be compensated at a rate of 250\$ per Month, for the roles President, Vice-President, Treasurer, Director of Member Benefits, & Secretary.**
- B. -Executives shall receive a stipend if they serve 3 weeks of that month.**
- C. - Executives must attend all Training sessions held during the orientation period and academic school year as mandated by the Executive Board.**
- D. -Executives need to adhere to and sign the Code of Conduct, which clearly outlines the roles and responsibilities of the position & the Dereliction of Duties Clause.**
- E. Executives must disclose any conflicts of interest prior to their term, and in the event a conflict of interest arises, executives must disclose it to the board and recuse themselves from voting on the item.**
- F. Executives must attend a minimum of 75% of Executive Board meetings to be eligible for Stipends. Failure to attend at least 75% of Executive meetings may result in disciplinary action under the Dereliction of Duties Clause.**
- G. Stipends cannot be altered without approval from the membership at the AGM.**
- H. In the event of impeachment or resignation prior to working 3 weeks of the month, you are not eligible to receive the stipend.**
- I. Executives shall be responsible for the training and orientation of incoming executives, and must ensure there is an appropriate transfer of duties and knowledge.**
- J. Executives will not be eligible for the GA/RA/TA Scholarship (otherwise known as the GA/TA/RA Excellence Award).**
- K. This Stipend fund will come out of the General Membership fund.**
- L. The Stipend fund can not exceed 20% of Revenue for the fiscal year, nor can it be disbursed if the amount exceeds 20% of the TAUMUN General Membership Fund account balances.**
- M. Failure to comply with this motion will result in disciplinary action through the dereliction of duty clause.**

Transfer of Hardship Fund Management

Be it resolved that the management and distribution authority of the Union Hardship Fund be vested in the Executive Board. The Executive Board shall be responsible for establishing policies, criteria, and procedures for the fair and transparent distribution of Hardship Fund resources, subject to review by the membership at the Annual General Meeting.

Budget line item roll-over policy & Emergency Fund Creation

- A. Unused funds from their respective line items within the Ratified Annual Budget will be rolled over to the next year's budget to reduce the expenses pulled from Membership dues.
- B. This policy only pertains to items used from the General membership fund & Defence fund *excluding Strike pay, which adheres to its own policy*
- C. The TAUMUN Treasurer shall prepare the Annual Budget without use of these funds, then calculate the reserve by applying leftover line item budget funds to the projected expenses and comparing what is left for Membership fund extracted Expenses to determine the amount of revenue which is left as "Reserve".
- D. At the end of the year, 25% of the Reserve money shall be allocated to the "Emergency Fund"
- E. The Emergency Fund can only be used by a vote of membership at a membership meeting, in the event of a financial expense that is unexpected and/or unaccounted for costs.

Strike Pay & Activities

- **Strike pay for members will be distributed at a rate of 25\$ a day for members who attend picket line demonstrations. Picket Demonstrations will be called for by the TAUMUN Executive Board in the event of a strike. TAUMUN members must attend a picket line for a minimum of 2 hours to be eligible for the 25\$ strike pay. TAUMUN must give Members no less than 2 hours' notice of a picket line demonstration through email and social media channels.**
- **Strike captains will receive 25\$ an hour at a rate of up to 5 hours per day, at the discretion of the TAUMUN Board. Strike Captains will be nominated by the executive board, with the number of captains and the hours distributed to be determined by the board as appropriate.**
- **Task the executive with putting a Strike Vote system in place in advance of the August 2026 Collective Bargaining.**
- **Strike Pay will be administered until 75% of existing resources are depleted from the strike fund.**
- **The reserve of 25% will be allocated to planned strike activities by the Executive Board.**

Compensation structure for Committee Chair & members of the Health & Safety Committee, Stewards Committee, Communication Committee, Grievance Committee & Events & Engagement Committee (formerly good & welfare committee)

- A Budget of 12,340 will be allocated to the 2025-2026 budget for the compensation of labour done by committee members through monthly stipends.
- Committee work expectations will align with the compensation and support received by the committee & its members.
- The Committees shall hereafter be structured as:
 - Stewards Council - (1) Chief Steward, (1) Labrador Rep, (1) Grenfell Rep, (3) Stewards -
 - Communication Committee - (1) Chairperson, (4) Committee member -
 - Grievance Committee - (1) Chairperson, (3) Committee Members -
 - Events & Engagement Committee - (1) Chairperson, (3) Members-
- Each Rep & Committee Member will be paid a monthly stipend of 35\$ until the end of their term.
- Each Committee Chair will be paid a monthly stipend of \$50
- Compensation shall be given if you serve at least 3 weeks of that month.
- All Chairs & Members will be asked to sign and adhere to the duties & responsibilities outlined in the TAUMUN Constitution, and all by-laws & policies that govern the organization.
- A term begins on the date of election and ends on the last day of the month closest to the Annual General Meeting (AGM). For example, if the election is on October 3rd, the term would end on September 30th; if the election is on October 17th, the term would end on October 31st.
- Consecutive Terms limit is (3) terms served.
- Committee Chairs will be elected internally by the committee, and in the event of a tie, the Executive Board will cast its vote to break the tie.
- An additional 1,000 shall be reserved for compensation of Committees created by the Executive, otherwise referred to as “solution-focused” Committees. This fund shall roll over into the next year’s Budget if not used.
- Any additional Standing Committees added after the Oct 3rd, 2025 AGM must receive additional budget approval at a General Membership Meeting.

- Executives who serve as chairs of any standing or short-term committees are ineligible for additional compensation, outside of the executive stipend already provided.
- It is the chairperson's responsibility to build up the committee, including recruiting members and motivating the team.
- Whereas continuity and clarity in committee membership are essential for effective communication and organizational functioning; Any committee member who ceases their Teaching Assistantship and has not held any Teaching Assistantship for two consecutive semesters shall be responsible for informing the Chairperson of their departure from TAUMUN; The Chairperson shall retain the committee's contact information for organizational purposes but shall update the membership list accordingly to reflect changes in active TA status. Members will only receive compensation & be eligible to serve on a committee for two consecutive terms. Failure to notify your chairperson of Membership does not constitute eligibility for months served outside of good standing.

Out-of-Pocket Expenses

1. Purpose The purpose of this reimbursement process is to ensure proper tracking, approval, and accountability of expenses incurred on behalf of the union. This process provides clarity on eligible expenses, submission requirements, and approval protocols to maintain financial transparency.

2. Eligible Expenses Union members and officials may request reimbursement for the following expenses:

- Travel expenses related to official union activities (e.g., transportation, lodging, meals).
- Office supplies and materials necessary for union operations.
- Event-related expenses, including venue rentals, catering, and materials.
- Other expenses pre-approved by the union executive board.

Expenses that exceed \$100 must receive prior approval from the union executive board.

3. Submission Process To request a reimbursement, members must submit the following:

- A completed reimbursement request form.
- Original receipts or invoices as proof of purchase.
- A brief explanation of the expense and its purpose.
- Any required pre-approval documentation for high-value expenses (Quotation).

All reimbursement requests must be submitted within 30 days of the expense being incurred.

Late submissions may be subject to review and possible denial.

4. Approval Process

- The treasurer will review all reimbursement requests for completeness and validity.
- Requests below \$100 will be approved by the treasurer and President, while those exceeding this amount require executive board approval.
- The reimbursement request form must be signed by the Secretary and the President. In the absence of the Secretary or President, other executive board members will have the authority to sign the reimbursement request form. Only after the reimbursement form has been signed will the cheque/money be issued.
- In cases of uncertainty, the request may be escalated to a union meeting for final approval.
- If the amount of expense is high-value, a quotation can be accepted for prior reimbursement provided that it has been verified and approved by the executive committee.

5. Payment Process

Payments will be made via direct deposit or cheque, based on the union's standard payment method.

- Any discrepancies in the request may lead to delays or rejection of reimbursement.

6. Compliance & Auditing

- All reimbursements must comply with union financial policies.
- The union reserves the right to audit reimbursement requests to ensure compliance.
- Any misuse of funds may result in disciplinary action and possible repayment of funds.

Signing Officer Procedure

- The president will take the necessary initiative in collaboration with the previous signatories.
- The treasurer will oversee the transition process and ensure compliance with union financial policies.
- The outgoing signatory must complete all pending transactions before the transition.
- The new signatory must provide the necessary identification and banking documents to complete the transition.

EAF Fund Administration

- The executive board will determine the eligibility for receiving EAF funds. Following the guidelines. (If it is the agreement)
- The Director of Members' Welfare, in collaboration with the President and Treasurer, will establish guidelines, which must be uploaded to the TAUMUN website. The Director of Members' Welfare will oversee the process.
- In case of any confusion, the Director of Members' Welfare may call an urgent meeting with the executives to make a final decision.

The office manager will compile the applications of EAF.

Within one week of submitting an Employee Assistance Fund application, the Director of Member Benefits will review the application and send it to the president and treasurer for verification. If verified as being in compliance with the EAF, a cheque will be prepared within the following week. If the president or treasurer has questions about the application or requires further documentation, they will communicate this to the Director of Members' Welfare within a week, and within a further week, the Director of Members' Welfare will either provide the information and documentation as requested or ask the applicant for these. When the applicant provides the requested information, the Director of Members' Welfare will pass this along to the president and treasurer within a week of receiving it. The updated application will be verified within a week.

If any of the executive members involved are not available for a period of time, this will be communicated to all parties involved. The process will continue when the necessary executive members are once again available.

-This will be outlined as a flow chart on the website

Office Manager Procedure

The union will hire an Office Manager (OM). The duties of this position shall be determined by the president after consultation with the other Executive Board members. This position can be held by a member of the Executive Board only if that person does not currently hold a GAship (and does not intend to hold one for the following 2 semesters). If an Executive Board member holding the position of OM accepts a GAship at any time, the member will immediately cease to hold the OM position, and a new OM must be hired.

After an initial 3-month contract, the OM will be given a 1-year contract. At the end of the 1-year contract, if the union is able to continue to hire an OM, the current OM (or most recent OM, if there is a gap between the previous contract ending and a new hiring) will be given first right of refusal for the position.

If the OM declines a further contract, the union will advertise for the position. Preference should be given to union members, but this is not mandatory if another candidate is clearly more qualified. After hiring a new OM, any member of the union can request access to the applications and evaluations of all candidates.

The OM shall be paid from the collective agreement, paragraph 26.09, with any budgeted funds that exceed the yearly allocation to come from the General Membership Dues Fund.

Salary will be set at at least the same rate as GAs in the collective agreement.

Executive Meeting Access

Any member of the union who requests to be informed about the dates of upcoming executive meetings will be given this information. If the time, date, or location of a meeting is later changed, the executive will inform the member of the changes.

If a member of the union requests a list of past meetings for any period of time (whether executive or other), the member will be given this information.

If a member of the union requests the agenda or minutes of a meeting or series of meetings, the member will be given a copy.

If a member of the union requests to observe an executive meeting, the person will be allowed to sit in the meeting as a silent observer.

During a meeting, if a member of the Executive Board suggests inviting one or more specific observers to take part in a discussion about an agenda point, and a second member of the Executive Board agrees, that specific person or those specific persons may take part in the discussion for that agenda point.

If someone not on the Executive Board has been invited by at least two members of the Executive Board to take part in an Executive Board meeting, that person will be permitted to take part in discussions. The invitation will indicate whether the invitation to participate is for the whole meeting or only specific agenda points.

Silent observers will be given the option to attend meetings in person or online.

If there is sensitive information (relating to a specific person) discussed, the executive may go "in camera" (exclude the non-exec members).

Semi-AGM 2025 Member Proposals

For 2024-2025.

For this year's audit, we will find out (the CA will check)

- Determine how executive members are audited
- There will be some sort of check during the union audit to check the executives

-There will periodically be a committee to investigate how to get diversity of department/faculty/campus representation on the exec board

-There will periodically be a committee and come up with a constitutional amendment before the next AGM

-Announce this committee and get volunteers

-TAUMUN will prepare a tentative budget and publish it on the website within 2 months of the AGM

