

CMG Spending Policy

Approved by the National Executive Committee - November 26, 2013

Given that the Canadian Media Guild is funded exclusively from members' dues, staff and officers undertake to ensure money is spent judiciously.

In keeping with the CMG Bylaws, the NEC has put the following spending guidelines in effect.

The CMG will designate a staff member to act in the capacity as comptroller. The comptroller must process all expenditures.

The Secretary-Treasurer will present an annual budget no later than at the first in-person NEC meeting of the calendar year.

1) The following officer(s) of the CMG are delegated to sign cheques:

- President;
- Treasurer;
- Another officer designated by the NEC;
- Senior Staff Representative;
- One other staff representative.

One of the two signatories must be an original signature from an elected officer. In case of an emergency, one of the signatures (for a cheque) may be mechanical; however those cheques will be reviewed at the subsequent Management Committee meeting.

The officer(s) above can authorize the following expenditures, once the annual budget has been approved by the NEC:

- A) Staff Salaries - FULL (as per the established salary scales);
- B) Office Rent - FULL (as required per office lease);
- C) Office Equipment Purchase - maximum \$1,000 per occasion;
- D) Office Equipment Rental (Cell Phones, etc.) - FULL ;
- E) Office Supplies - FULL;
- F) Travel Inside Canada - FULL (as per CMG Travel Policy) when no more than two officers or staff members are going to the same meeting or event;
- G) Amounts authorized by the Management Committee within its spending authority;
- H) Amounts authorized by the NEC;
- I) Direct Union Activities – \$ 1,500 per occasion.

2) The following expenditures may be authorized by the Management Committee:

- A) Direct Union Activities – up to \$ 7,500 per occasion;
- B) Travel Inside Canada – (when more than two officers or staff members are going to the same committee, meeting or event) FULL;
- C) Staff Training and Development – within guidelines of CMG Budget/CMGEU collective agreement;
- D) Temporary Payroll Costs – up to \$ 7,500 per occasion.

3) All other expenditures must be approved by the NEC.

“**Direct Union Activities**” is defined as those activities that are core to the CMG’s operation. They include, but are not limited to, representing a member or meeting with management representatives. They do not include lobbying or attendance at conferences, for example.

Requests for funds for specific projects shall be directed to the appropriate standing committee. If there is no standing committee, the request will be directed to the Management Committee for consideration. The above guidelines will apply.

The CMG has a separate policy on travel, related expenses cell phone use.

4) Credit Cards

Credit cards issued by the CMG shall not be used for personal expenses.

5) Technology Purchases

The CMG IT Committee will be consulted for any purchases of technology (i.e. computers, smart phones, peripherals etc...) to assess cost effectiveness as well as compatibility with CMG systems.

Any technological purchase, greater than \$300, must be approved by a member of the IT Committee in addition to normal approval.