



# DIVISIONS NEWS

New York State Public Employees Federation  
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## PEF Convention Policy

24th Annual Convention • October 6-9 • Buffalo, NY

On August 2, 1991 the PFF Executive Board adopted a policy regarding division reimbursement to delegates. This policy states that if the Convention is not held under one roof, the division shall issue a maximum of \$25 for each day and night stay to each delegate.

Please be advised that the maximum allocation to each delegate for this year's convention is \$75.

The division must approve these payments at a council meeting prior to issuing the checks. A copy of the meeting minutes needs to be submitted with your quarterly journal report to document the expenditure.

This policy prohibits the reimbursement of division delegates for single rooms. PEF provides for one half of a double room.

Divisions may not pay additional charges for single rooms.

PEF pays for delegate meals at the convention.

Divisions may not pay for delegate meals at the PEF

Convention. When a division reimburses its delegates or pays for delegate meals

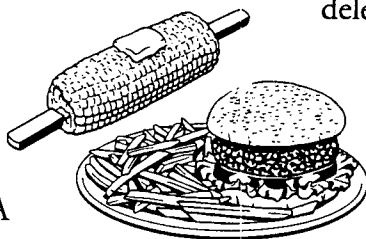
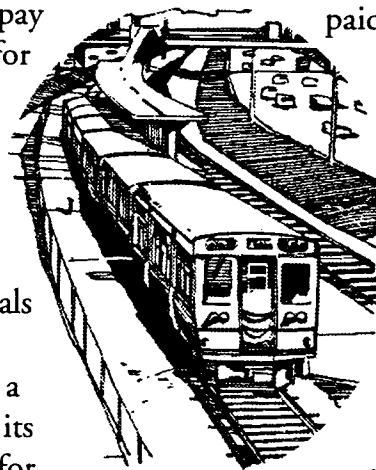
at the Convention, it is paying a second time for an expenditure that is already

paid by PEF. The PEF Division's Financial Policy prohibits these expenditures.

PEF reimburses delegates for travel expenses to and from the

Convention. The delegates must complete a special

expense voucher, have their Regional Coordinator approve it and then submit it to PEF for payment. Divisions may not pay delegate travel expenses to and from the PEF Convention.



### Due dates for quarterly reports:

For July,  
August,  
September  
expenditures

Oct.  
30

For October,  
November,  
December  
expenditures

Jan.  
30

For January,  
February, March  
expenditure

April  
30

For Audit  
and Fixed  
Assets

July  
30

To contact the DIVISIONS DEPARTMENT call:

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# Are Your Regular Elections Due? Four Steps to Success

What do you, as a Division Leader, need to do when your Division Elections are due?

## Step 1

Propose names of members to serve on the Election Committee to the Division Council for their approval. Election Committee members are not allowed to apply for candidacy in these nominations/elections.

## Step 2

The Election Committee proposes to the Division Council the Steward

Constituencies for those Divisions that have specific Constituencies.

## Step 3

Decide if your Election Committee wants to run the election or delegate the tasks to the Divisions Department.

## Step 4

Contact the PEF Divisions Department for assistance.

## Budget Amendment

All Divisions were given the opportunity to pass an amendment to the budget whereby the Council Leader could decide to disburse money without prior consultation with the Divisions Council in accordance with the items in the budget.

Only nine Divisions have elected to amend their budget to include this provision. This amendment was established to alleviate the need for a meeting every time expenditures needed to be paid.



If your division decides to amend the budget, please submit meeting minutes including the maximum amount the Division Leader is authorized to spend. Please remember that if your Division does not amend the

budget, meeting minutes will need to be provided for each expenditure on the quarterly journal register.

## Amending your Division's Constitution

A Division's Constitution may be amended in whole or in part by:

- a. A two-thirds vote of the Division Council followed by a majority vote of the Division Constituency; or
- b. A petition signed by 60% of the Division Constituency.

# REMINDER:

Quarterly payments will NOT be deposited into a Division's account if there is no treasurer.