



Prairie Valley Teachers' Association Constitution September 2015

1. Name

The organization shall be known as Prairie Valley Teachers' Association (hereinafter called PVTA).

2. Purposes

It is the purpose of the PVTA to:

- 2.1 Support the professional growth of members
- 2.2 To carry on activities, in a manner consistent with the public interest, that improve:
 - i. the quality of education; and
 - ii. the delivery of educational support for and by teachers
- 2.3 To promote the cause of education
- 2.4 To raise the status of the teaching profession
- 2.5 To promote and safeguard the interest of teachers of the PVTA and secure conditions that support the best possible professional service
- 2.6 Ensure effective communication between members and the Federation
- 2.7 Ensure effective representation of members in federation affairs
- 2.8 Further the objectives of the Federation provincially and locally
- 2.9 Bargain collectively on behalf of members for local collective bargaining agreement subject to the local bargaining provisions of *The Education Act, 1995*.

3. Membership

- 3.1 Members of the Saskatchewan Teachers' Federation (STF) employed by Prairie Valley School Division #208 (PVSD).
- 3.2 Members of the STF employed by the associate and independent schools within the boundaries of the PVSD.
- 3.3 Substitute teachers who have worked in PVSD or independent schools and have become members of this association for the current school year under the STF bylaws.
- 3.4 Associate membership in PVTA may be provided to First Nations schools and others who possess teaching certificates under some conditions.
- 3.5 Honorary membership in PVTA may be provided through a decision of the Executive.

4. Fees

- 4.1 The PVTA may levy a fee upon its members to support the work of the local association.
- 4.2 Every member must pay to the PVTA any fee that is duly levied.
- 4.3 Fees shall be deducted as per Section 5 of the local collective bargaining agreement.

4.4 Fees shall be proposed by the Executive and approved by a majority vote of the membership.

5. Rules of Procedure

All PVTA meetings shall be conducted in accordance with STF Council Procedures.

6. Affiliation

The PVTA is affiliated with the Federation. The constitution and policies of the PVTA must be consistent with the legislation, bylaws and policies of the Federation (STF).

7. Organization

The governing bodies of the PVTA consist of the following:

7.1 General Meeting of the members

7.1.1 There shall be one General Meeting per year.

7.1.2 The Executive or the Representative Assembly is able to call a General Meeting by a majority vote.

7.1.3 Petitions signed by 25% of the members may result in a special meeting.

7.1.4 At least 5 days' notice shall be given to members of the PVTA of the time and location of the general meeting.

7.1.5 At the general meeting, members shall:

i. Approval the financial report (annual budget)

ii. Approve proposed amendments to the constitution

7.2 Representative Assembly

7.2.1 There should be a minimum of one representative per school.

7.2.2 There should be a representative of the shared services staff and central office staff who are STF members.

7.2.3 At least 5 days' notice shall be given to representative assembly members of the time and place of the meeting.

7.2.4 In order to conduct the business of the representative assembly, a quorum shall be more than half of the total respective membership.

7.2.5 At the representative assembly members shall:

i. Approve draft budgets and fees

ii. Approve the PVTA annual budget for the upcoming year

iii. Approve remuneration for local officers and officials

iv. Adopt policies

v. Decide the manner in which committee reports are presented to general meeting

7.3 **Executive**

The Executive shall consist of:

- President
- Past-President
- Vice-President
- Secretary
- Treasurer
- Councillors
- LINC Chairperson(s)

The Executive may consist of:

- Professional Development Chairperson
- Communications Chairperson
- Convention Chairperson
- Equity Chairperson
- Other officers as determined by the PVTA Executive

8. **Committees**

- LINC
- Professional Development
- Communications
- Convention
- Nomination Committee
- Resolutions Committee
- Constitutional Review Committee
- Scholarship Committee
- Other committees as established by the PVTA Executive

9. **Responsibilities of Local Association Officers and Officials**

9.1 **President**

- 9.1.1 Represents the Executive and speaks on its behalf within the STF and the area served by the PVTA.
- 9.1.2 Monitors, communicates to members, and works to further the goals and activities of the PVTA and those established at the provincial level of the STF.
- 9.1.3 Will be one of the councillors for the PVTA by virtue of being elected.
- 9.1.4 Manages the affairs of the PVTA by:
- 9.1.4.1 Organizing and presiding or designating a chair over executive, assembly and general meetings.
 - 9.1.4.2 Facilitating leadership development with the PVTA.
 - 9.1.4.3 Ensuring the effectiveness of PVTA committees (is an ex officio member of all committees).

- 9.1.4.4 Establishing and maintaining an effective two-way communication system with members.
- 9.1.4.5 Cultivating relationships that support local communications and extend the PVTA's influence.
- 9.1.5 Works to resolve conflict and solve problems with the organization of the PVTA.
- 9.1.6 Refers school and members in need of advice and assistance to appropriate resources.
- 9.2 **Past President**
- 9.2.1 Chairperson of the Resolutions Committee.
- 9.3 **Vice-President**
- 9.3.1 Assumes the role of the President in the event that the President is unable to carry out the responsibilities assigned under the constitution by:
 - 9.3.1.1 Representing the President at meetings
- 9.3.2 Assist the President by carrying out responsibilities designated to the office by the President and/or executive.
- 9.3.3 Learning the role of the President prior to running.
- 9.3.4 Chairperson of the Constitutional Review Committee
- 9.4 **Councillors**
- 9.4.1 Attend council meetings and contribute to the work of the Council, providing the perspective of the PVTA while acting on behalf of all STF members.
 - 9.4.1.1 Shall inform the President if unable to attend meetings of Council.
 - 9.4.1.2 Support the development and implementation of the bylaws, policies, directions, priorities, and budget of the Federation (STF).
- 9.4.2 Act as an agent of the STF within the local by:
 - 9.4.2.1 Acquiring and providing information to members about contracts of employment, benefits, accreditation, STF policies, STF plans and activities, STF services and educational issues and trends affecting teachers.
 - 9.4.2.2 Supporting the development and the implementation of STF plans and policies.
 - 9.4.2.3 Informing the STF Executive and Administrative Staff about the needs of PVTA members and developments or issues within the PVTA.
 - 9.4.2.4 Maintaining relationships, both internally and externally, that facilitate influencing and information-gathering on behalf of the STF.
- 9.4.3 Offer guidance to members who need assistance in their professional duties or relationships by:
 - 9.4.3.1 Providing collegial support

9.4.3.2 Linking member to supports and services within the STF usually through the STF Administrative Staff assigned to the PVTA.

9.5 Assembly Representatives

9.5.1 Attend and contribute to the Representative Assembly by:

9.5.1.1 Providing the perspective of those who selected them acting on behalf of all members of PVTA.

9.5.1.2 Voting on matters of PVTA business as required.

9.5.1.3 Acquiring information about issues facing PVTA and sharing it with those in their school or electorate and seeking feedback from them.

9.5.1.4 Reporting on assembly decisions and the reasons for them.

9.6 STF Staff Liaisons

9.6.1 Liaise between the school and the STF provincial organization by:

9.6.1.1 Reporting to the school staff on meetings and local and provincial issues, ensuring that all implications are understood and discussed.

9.6.1.2 Gathering and distributing information as requested by the STF.

9.6.1.3 Linking members to supports and services within the STF.

9.6.1.4 Conveying information on teacher concerns to the provincial organization.

9.7 Committee Chairs

9.7.1 Contribute to the establishment and maintenance of the committee by:

9.7.1.1 Organizing and presiding over committee meetings.

9.7.1.2 Recruiting, mentoring, and supporting committee members.

9.7.1.3 Facilitating the review of committee plans, programs, budgets and goals.

9.7.1.4 Facilitating training and research related to that committee's mandate.

9.7.1.5 Acting as liaison between the committee, the PVTA, the PVSD and the STF.

9.8 LINC Chairperson(s)

9.8.1 Has the same role and responsibility as other Committee Chairs.

9.8.2 Represents LINC by:

9.8.2.1 Maintaining regular contact with the PVTA Executive and the STF during negotiations.

9.8.2.2 Speaking on behalf of the committee to members and school division officials.

9.8.2.3 Maintaining relationships with school division officials involved in collective bargaining.

9.8.3 Assists members in dealing with grievances related to the PVTA collective agreement.

9.8.4 Refers members to the STF when grievances are related to the provincial collective agreement.

9.9 **Secretary**

9.9.1 Maintains and distributes all records of all general meetings, meetings of the Representative Assembly and meetings of The PVTA Executive.

9.9.2 Keeps the PVTA Constitution current and makes it available to members.

9.9.3 Ensures that members are informed about the business of the PVTA.

9.9.4 Chairperson of the Nominations Committee and Chief Electoral Officer

9.9.4.1 Distributes nomination forms and electoral procedures.

9.9.4.2 Oversees the election.

9.10 **Treasurer**

9.10.1 Maintains accurate financial records of all monies received and disbursed by the PVTA.

9.10.2 Prepares and presents a financial report to the annual general meeting.

9.10.3 Documents any notices of motion pertaining to financial matters passed and financial matters current and available to member.

10. Local Collective Bargaining

10.1 The PVTA shall make provisions for the negotiation of local collective bargaining agreement or agreements in accordance with the provisions of *The Education Act, 1995* and such policies as may be adopted by the Federation.

10.1.1 Developing bargaining proposals with input from members.

10.1.2 Planning and conducting negotiations.

10.1.3 Negotiating release time for officers of the PVTA with the employing board of education.

10.1.4 Liaising with the STF and other LINC members on matters relating to bargaining.

10.1.5 Monitoring the implementation of local and provincial collective bargaining agreements.

10.3 The Assembly Representative shall be the LINC contact person in the absence of a LINC member on staff.

10.4 Seven LINC members shall be elected from members at large.

10.4.1 The Chairperson(s) shall be selected by this committee.

10.4.2 The number of members that will sit at the negotiating table will be determined by this committee and the PVTA Executive.

10.5 Each LINC member shall represent a defined group of teachers/schools.

10.6 Arranging for the consideration of tentative local agreements through a vote of all members.

10.6.1 A vote of a least 50% plus one of the members shall ratify an agreement.

11. Financial Matters

11.1 Remuneration and Expenses

11.1.1 Remuneration may be provided to local association officers or officials through a decision of the Representative Assembly or General Meeting.

11.1.2 The PVRTA shall reimburse officers and members for expenses incurred on PVRTA business according to rates and policies approved by the Representative Assembly.

11.1.3 Release time may be provided to local association officers through a decision of the Representative Assembly or General Meeting.

11.2 An individual who is not a member of the PVRTA shall be appointed annually by the general meeting to review the PVRTA financial records.

11.3 The general meeting shall receive the financial statements review report.

12. Election, Substitutions, and Vacancies

12.1 The general membership shall elect, prior to June 15 of each year, members of the PVRTA to the following positions:

- President
- Vice-President
- Councillors
- Substitute Councillors
- LINC members

12.2 The President shall appoint members to fill vacant positions prior to June 15 of each year.

12.3 The President shall appoint members to fill the secretary and treasurer positions.

12.4 Nominations for each office shall be submitted to the Nominations Committee prior to the vote. Nominations may also be made from the floor at the General Meeting.

12.4.1 All nominations should have the signature of two other members from PVRTA.

12.5 Elections shall be conducted by secret ballot and awarded by the highest number of votes.

12.6 Member of the Executive may hold more than one non-conflicting position.

13. Removal from Executive Office

13.1 Removal of duly appointed or elected official from the Executive may be carried out through a vote of 80% of the Representative Assembly and must be affirmed by a majority vote of a General Meeting.

14. Constitutional Amendments

- 14.1 Amendments to the PVTA Constitution may be made by a two-thirds vote of the members present and voting at a General Meeting.
- 14.2 A notice of motion to amend must be given to members in writing at least fourteen days prior to the General Meeting.

15. Quorum

- 15.1 A quorum at all meetings shall be fifty percent plus one of the members in attendance.

16. Dissolution of the PVTA

- 16.1 PVTA may be dissolved by a vote of the membership.
- 16.2 Any assets remaining at the dissolution of the PVTA shall be dispersed.
- 16.3 Upon dissolution of the PVTA, records and archival material possessed shall be passed to the successor association.