

The Saskatoon Teachers' Association



Constitution 2022

1

NAME

The organization shall be known as The Saskatoon Teachers' Association ("STA").

2

TERMINOLOGY

For the purpose of this Constitution, the terms herein used may be defined as follows:

1. **Standing Committees** – A committee established solely from STA membership to deal with issues or concerns of an on-going nature. This includes, but is not limited to, the Constitution and policy, public relations, convention, social, superannuation, resolutions and executive professional learning committees.
2. **Joint Standing Committees** – A committee established jointly or in partnership with STA membership, division administration, and/or board officials to deal with issues or concerns of an on-going nature. This includes, but is not limited to, Teacher Professional Relations Committee, GSCS Professional Development Division Committee, GSCS Professional Development Teacher Committee and SPSD Board of Review.
3. **Ad Hoc Committees** – A committee established for a specific purpose and dissolved upon completing its purpose. This includes, but is not limited to, the Executive Allowance, STA Awards, Electoral, SPSD Travel Grant and the GSCS Grievance Committees.
4. **Executive of the STA** - Executive of the STA - President, Past President (when one exists), Executive Vice President, Vice-President of Finance, SPSD Local Implementation and Negotiations Committee (LINC) Chair, GSCS LINC chair, SPSD System Coordinators (2), GSCS System Coordinators (2), Constitution and Policy Chair, Public Relations Chair, Convention Chair, Social Committee Chair, Superannuation Chair, STA Awards Chair, Resolutions Chair, Executive Allowance Chair, Executive Professional Learning Chair, Executive Representative to Substitute Teachers and members at large, up to a maximum Executive of 25.
5. **Representative Assembly** – Executive members, councillors and school representatives.
6. **General Assembly**–All STA members.

3

AFFILIATION AND OBJECTIVES

1. The STA is affiliated with the Saskatchewan Teachers' Federation ("STF") and will ensure that its constitution and policies are consistent with the legislation, bylaws and policies of the STF.

2. The objectives of the STA shall be to:
 - 2.1 Further the objectives of the STF provincially and locally.
 - 2.2 Support the professional growth of members.
 - 2.3 Bargain collectively on behalf of members for a local collective bargaining agreement subject to the local bargaining provisions of *The Education Act, 1995*.
 - 2.4 Ensure effective communications between members and the STF.
 - 2.5 Ensure effective representation of members in STF affairs.

4

MEMBERSHIP

1. The STA is composed of members of the STF who are employed by Saskatoon Public School Division No. 13 (“SPSD”) or Greater Saskatoon Catholic Schools (“GSCS”) – St. Paul’s Roman Catholic Separate School Division No. 20.
2. All substitute teachers employed by SPSPD or GSCS shall be members of the local association as per STF bylaw.

5

MEMBERSHIP FEES

1. All STA members must pay the annual, non-refundable Membership Fee and failure to pay such fees shall be considered contrary to the collective interests of teachers. Fees will be prorated as per STA Policy.
2. The Executive will recommend an annual Fee for approval by the membership. A majority vote of STA members present at a general meeting will approve the proposed annual fee.
3. The Executive shall have the right to recommend to the membership additional Professional Membership Fees.

6

MEETINGS

All general, Assembly and Executive meetings shall be conducted in accordance with STF Council Procedures or Robert's Rules of Order. The specific procedure will be determined and communicated to the members by the chair.

1. General Meetings

- 1.1 At the call of the President, the association shall hold a meeting open to all members at least once annually with notification of the time, location and agenda given a minimum of one week in advance.
- 1.2 The Executive can call a special meeting of the general Assembly through a majority vote. A special meeting of the General Assembly will result if a petition stating the purpose for the special meeting is signed by 25% of the membership.

- 1.3 General meetings are open to all STA members and interns under supervision by a STA member, though speaking and voting privileges extend only to STA members.
- 1.4 Quorum shall be set at 50 STA members in attendance.
- 1.5 Notwithstanding 6.1.1, the Executive may, in exigent circumstances, delay, postpone or re-schedule the general meeting to a date, place and time to be determined by the Executive.

2. Representative Assembly Meetings

- 2.1 At the call of the Executive Vice-President or by motion of the Executive, the association shall hold at least five Representative Assembly Meetings per school year with notification of the time, location, and agenda given a minimum of one week in advance.
- 2.2 A special meeting of the Representative Assembly will result if a petition stating the purpose for the special meeting is signed by 25% of the Assembly.
- 2.3 Assembly meetings are open to all STA members and interns under supervision by a STA member, though speaking and voting privileges extend only to Assembly representatives and Executive members.
- 2.4 Individuals and groups requesting speakers' time may do so through the STA president (or designate). The STA president (or designate) may invite other guests to Assembly meetings.
- 2.5 Quorum shall be set at 30 STA members in attendance.
- 2.6 Notwithstanding 6.2.1, the Executive may, in exigent circumstances, delay, postpone or reschedule a meeting of the Representative Assembly to a date, place and time to be determined by the Executive.

3. Executive Meetings

- 3.1 The Executive shall meet at the call of the President or by its own motion at least five times per school year with notification of the time, location, and agenda given a minimum of one week in advance. Members of the Executive may waive notice of the meeting.
- 3.2 Executive meetings shall be chaired by the President, by any other member of the Executive delegated by the President or by a member of the Executive determined by a motion passed by a two-thirds majority of the Executive as a whole.
- 3.3 Individuals and groups requesting speakers' time may do so through the STA president (or designate). The STA president (or designate) may invite other guests to Executive meetings.
- 3.4 Quorum shall be set at 60% of the active Executive members in attendance.

4. Committee Meetings

- 4.1 All committee meetings shall be called by the respective chairperson, giving notification of the time, location, and agenda a minimum of one week in advance. Committee members may waive notice of the meeting.
- 4.2 Quorum shall be set at one-half of the committee membership.

5. Substitute Teachers' Meetings

- 5.1 All substitute teachers' meetings shall be called by the President at least five times a year, giving notification of the time, location and agenda a minimum of one week in advance.
- 5.2 Substitute Teachers' Meetings shall be chaired by an elected chairperson or designate.
- 5.3 The election of the chairperson shall be overseen by the STA President or the Executive Representative to Substitute Teachers at a spring meeting of the substitute teachers and shall be for a term of one year.
- 5.4 Quorum shall be set at 10 members in attendance.

6. Rules of Procedure

- 6.1 Notwithstanding anything contained in this constitution, the executive may determine that a general meeting, meeting of the representative assembly or meeting of the executive be held entirely by means of telephonic, electronic or other communications facility. In the event such a meeting is to be held, the executive shall, notwithstanding anything contained in this constitution, establish the procedures for the conduct thereof including, without limitation, the procedures for voting by telephonic, electronic, or other communications facility. The procedures shall be communicated to participants prior to the meeting commencing.

7

GENERAL AND ASSEMBLY DUTIES

1. General Membership

- 1.1 The General Membership shall:
 - 1.1.1 Elect the STA President, Executive Vice-President, and Vice-President of Finance.
 - 1.1.2 Exercise due diligence and vote on provincial collective agreements, LINC agreements and STA constitution.
 - 1.1.3 Attend the annual STA convention.
 - 1.1.4 Assist the STA and STF in providing the best possible educational opportunities and promoting the highest standards of education for the students of the division.
- 1.2 The membership present at a General Meeting shall:
 - 1.2.1 Approve fees and annual budget.
 - 1.2.2 Approve the annual audit or review of the financial statements in accordance with STF Bylaw.
 - 1.2.3 Approve amendments to the constitution.
 - 1.2.4 Approve the appointment of an independent financial reviewer to review the financial statements and provide a report to the association.

2. The Representative Assembly shall:

- 2.1 Receive, consider and act upon the views and requests presented to it by members of the association.
- 2.2 Establish effective liaison with, or representation with, the Saskatoon Public and Catholic School Divisions so that teachers may aid in determining the educational practices and objectives of both systems.
- 2.3 Maintain, through the School Representatives and the Councillors, an effective liaison with the STF.
- 2.4 Maintain direct contact with negotiation representatives through the LINC committee members at the local level and through the Councillors at the provincial level, and to keep these representatives fully aware of the wishes of the teachers regarding all conditions of employment.
- 2.5 Be responsible for overseeing and reviewing the finances of the Association.
- 2.6 Receive information and reports from the standing and ad-hoc committees, STF and educational partners.
- 2.7 Elect all Executive members, with the exception of the President, Executive Vice-President and the Vice-President of Finance.
- 2.8 Elect a full complement of Councillors.
- 2.9 Approve proposed amendments to the STA Constitution for ratification by the membership at a general meeting.
- 2.10 Approve all amendments to STA policy.
- 2.11 Approve all resolutions submitted to the STF Resolutions Committee on behalf of the STA.

3. STF Councillors shall:

- 3.1 Have duties in accordance with the policies and bylaws of the STF and *The Teachers' Federation Act*.
- 3.2 Keep the membership informed on the work and activities of the STF.
- 3.3 Support the development and implementation of STF and STA policies, bylaws and constitutions.
- 3.4 Inform the STF Executive and senior administrative staff about the needs and issues related to the members of the STA.
- 3.5 Attend all meetings called by the President or Executive.
- 3.6 Link members to supports and services within the STF (eg. senior administrative staff, counseling, mediation, professional development, legal advice, contractual advice and benefits information).
- 3.7 Give prior notice to STA Councillors if intending to pull or speak against an STA resolution during Council.

4. School Representatives shall:

- 4.1 Attend and participate in all Representative Assembly and General meetings. If the school representative is unable to attend, they should send a substitute representative.
- 4.2 Provide perspective and give voice to the local issues and concerns from their respective schools.

- 4.3 Provide monthly reports on Assembly decisions and the reasons for them to their respective staff.
- 4.4 Be prepared to ratify committees and vote on motions brought forward by the membership.
- 4.5 Coordinate balloting in each school according to STA procedures and deliver, if necessary, the ballots to the Electoral Committee at a designated location.
- 4.6 Acquire knowledge of STA and STF affairs, policies, and regulations.

8

EXECUTIVE DUTIES

1.The President shall have the authority and responsibility for:

1.1 Communication

- 1.1.1 Official spokesperson and communications director of the STA.
- 1.1.2 Responsible for all the internal and external communications from the STA.
- 1.1.3 Maintain ongoing communications with the Superintendents, Directors and Board Chairs of both systems.
- 1.1.4 Link members to the supports and services of the STF (ex. Senior Administrative Staff, counseling, mediation, professional development, legal advice, contractual advice and benefits information).
- 1.1.5 Work to resolve conflict and solve problems within the organization and respective school divisions.
- 1.1.6 Strengthen the relationship between members and the association through school visitations.
- 1.1.7 Keep a history of all presidential activities and provide a summary at the Representative Assembly meetings.

1.2 Management and Regulation of the Affairs of the Association

- 1.2.1 Primary signing authority of the STA and the authority to enter into contracts on behalf of the Association.
- 1.2.2 Acquire a working knowledge of laws and regulations pertaining to the Saskatchewan education sector including a thorough understanding of the teacher agreements, the Constitution, policies and standing rules of the Association.
- 1.2.3 Notify the General Assembly, Representative Assembly and Executive of the agenda of all meetings not less than one week in advance of the meetings.
- 1.2.4 Preside over meetings according to established rules and procedures.
- 1.2.5 Have the right to call meetings of the membership, and/or the Executive for the purpose of liaison and planning.
- 1.2.6 Have available a list of committees and their members.
- 1.2.7 Provide, in a timely manner, all necessary information to the STF as requested.

- 1.2.8 Recommend the appointment of a chief electoral officer (“CEO”) to the Executive for ratification.

1.3 Leadership

- 1.3.1 Oversee the development and implementation of a strategic direction, in consultation with the Executive.
- 1.3.2 Facilitate leadership development within the local by appointing, in consultation with the two Vice-Presidents, committee chairpersons.
- 1.3.3 Cultivate local-relationships that support and extend the STA’s influence.
- 1.3.4 Be an ex-officio member of all standing and ad-hoc committees.

2. The Executive Vice-President shall:

- 2.1 Assume the President’s duties in the absence of the President.
- 2.2 Assume the position of President in the event the President’s position becomes vacant.
- 2.3 Prepare the agenda and chair the General and Representative Assembly Meetings.
- 2.4 Ensure a recording secretary is present at all General and Representative Assembly Meetings.
- 2.5 Maintain an ongoing record of attendance of Executive members, Councillors and school representatives.
- 2.6 Act as a signing authority for the STA
- 2.7 Carry out such duties as may be assigned by the President.

3. The Vice-President of Finance shall:

- 3.1 Maintain an accurate and current accounting of the STA funds and present financial statements when requested.
- 3.2 Prepare an annual budget and a fee recommendation for ratification at a general meeting.
- 3.3 Present the annual review of the financial statements to the membership at a general meeting.
- 3.4 Act as a signing authority for the STA.
- 3.5 Approve and reimburse expenses for members carrying out official STA business.
- 3.6 Collect, receive, and bank all monies paid to the association and disburse same as directed by the Representative Assembly or General Assembly.
- 3.7 Carry out such duties as may be assigned by the President.

4. The Past President shall:

- 4.1 Act in an advisory capacity to the Executive for one year immediately following the individual’s term as president.
- 4.2 Act to ensure that the affairs of the STA are conducted in accordance with the constitution and policies.
- 4.3 Carry out such duties as may be assigned by the President.

5. The System Coordinators shall:

- 5.1 Prepare the agenda for all system and teacher relations committee meetings.
- 5.2 Coordinate and co-chair the system and teacher relations committee meetings.
- 5.3 Acquire information about issues facing their respective systems, report it to members and Executive and seek feedback from them.
- 5.4 Recruit, mentor, and support teacher relations committee members.
- 5.5 Oversee the ratification of LINC committee members.
- 5.6 Oversee the ratification of members to system committees.

6. The LINC Chairpersons shall:

- 6.1 Act as a spokesperson for the LINC committee to their membership, but not as a spokesperson in the public arena.
- 6.2 Acquire information about contractual issues facing their respective systems, report it to members and Executive and seek feedback from them.
- 6.3 Ensure the contract terms are being implemented by maintaining relationships with school division officials involved in collective bargaining.
- 6.4 Recruit, mentor, and support LINC committee members.
- 6.5 Communicate with and regularly update the President regarding the committee's progress.

7. Committee Chairpersons shall:

- 7.1 Recruit, mentor, and support committee members.
- 7.2 Organize and preside over meetings.
- 7.3 Operate committees according to the mandates outlined.
- 7.4 Present for ratification a list of committee members at a Representative Assembly meeting.
- 7.5 Present a budget to the Executive after it has been reviewed by the Vice-President of Finance.
- 7.6 Communicate with and regularly update the President regarding the committee's progress.
- 7.7 Record the committee activities and make them available to the incoming committee chair.
- 7.8 Submit an annual summary report to the President.

8. Executive Representative to Substitute Teachers shall:

- 8.1 Attend meetings of the substitute teachers.
- 8.2 Act as chair of the Substitute Teachers' Meetings should no chair be elected.
- 8.3 Communicate the concerns of substitute teachers to the Executive.
- 8.4 Deliver an executive report to the substitute teachers.
- 8.5 Mentor and support substitute teachers.
- 8.6 Submit an annual summary report to the President.

9. Executive Members shall:

- 9.1 Provide leadership to the membership and act as an advisory body to the President and Vice-Presidents.

- 9.2 Act as committee chairpersons if requested by the President
- 9.3 Attend all meetings as required by the President.
- 9.4 Act as STF Councillors and perform the duties as outlined by STF bylaws and STA constitution and policies.

10. The Chief Electoral Officer (CEO):

- 10.1 Shall conduct all elections, referenda, and plebiscites in accordance with STA constitution and policy.
- 10.2 Shall be the spokesperson for election and voting results. The CEO will be responsible for ensuring those results are communicated with the membership.
- 10.3 Shall chair the Electoral Committee and oversee the committee's duties.
- 10.4 May be appointed from outside the Executive and shall be ratified by the assembly.

9

COMMITTEES

- 1. The STA may create or retain standing, joint standing and ad hoc committees to support the work of the local.
- 2. Terms of Reference for each committee shall be developed. Terms of Reference for each committee shall be reviewed annually by the members currently serving on the committee.
- 3. If the committee's budget falls under Planned Expenses, the committee must develop a preliminary budget that will be presented, by the chair, to the Executive for approval.
- 4. The committees must develop an annual summary report that is submitted, by the chair, to the President for archival purposes.
- 5. **STA Standing Committees:**
 - 5.1 A committee established solely from STA membership to deal with issues or concerns of an on-going nature.
 - 5.2 **The Constitution and Policy Committee shall:**
 - 5.2.1 Ensure the integrity of the STA through adherence to constitution and policy.
 - 5.2.2 Examine the Constitution and Policies documents, recommending possible amendments to the Executive for approval and then to the Representative Assembly.
 - 5.2.3 Ensure all proposed amendments to the constitution and policy are considered, discussed, and ratified by the representative Assembly after they have been reviewed by the committee.
 - 5.2.4 Undertake a thorough process of constitutional renewal, in consultation with the STF, every three years.
 - 5.2.5 Hold meetings as required, a minimum of two per year.
 - 5.2.6 Consist of a recommended maximum of five Executive members put

forward by the chair and ratified by the Assembly for a one-year term. During the years of constitutional renewal, the Vice Presidents and Past President (when one exists) shall be members of the committee.

5.3 The Public Relations Committee shall:

- 5.3.1 Promote the interests and influence of the STA.
- 5.3.2 Manage the website in partnership with the President.
- 5.3.3 Manage social media in partnership with the President.
- 5.3.4 Hold meetings as required, a minimum of three per year.
- 5.3.5 Consist of a recommended maximum of eight members put forward by the Chair and ratified by the Assembly for a one-year term.

5.4 The Convention Committee shall:

- 5.4.1 Ensure that an annual convention is planned and implemented.
- 5.4.2 Regularly report to the Executive and Assembly regarding the progress of convention planning.
- 5.4.3 Provide the membership with an opportunity to have input for convention planning.
- 5.4.4 Hold meetings as required, a minimum of four per year.
- 5.4.5 Consist of a recommended maximum of ten members put forward by the Chair and ratified by the Assembly for a one-year term.

5.5 The Social Committee shall:

- 5.5.1 Plan and implement the STA Partners' Social.
- 5.5.2 Plan and implement the New Teachers' Social.
- 5.5.3 Plan additional social events as directed by the Executive.
- 5.5.4 Hold meetings as required, a minimum of two per year.
- 5.5.5 Consist of a recommended maximum of seven members put forward by the chair and ratified by the Assembly for a one-year term.

5.6 The Superannuation Committee shall:

- 5.6.1 Promote the annual recognition of superannuates.
- 5.6.2 Plan and implement a function honoring superannuates.
- 5.6.3 Hold meetings as required, a minimum of four per year.
- 5.6.4 Consist of a maximum of eight members put forward by the Chair, ensuring representation from both systems, and ratified by the Assembly for a one-year term.

5.7 The Resolutions Committee shall:

- 5.7.1 Draft resolutions about issues or concerns when so directed by the Executive and/or the Assembly.
- 5.7.2 Provide guidance and support to those members who wish to submit resolutions for consideration at Spring Council and/or a Special Meeting of Council.
- 5.7.3 Organize a forum prior to STF spring council for the Assembly Representatives to discuss and debate resolutions published by the STF.

- 5.7.4 Ensure Executive and Assembly approved STA resolutions are submitted to the STF before the deadline.
- 5.7.5 Hold meetings as required, a minimum of one per year.
- 5.7.6 Consist of a recommended maximum of four members put forward by the Chair and ratified by the Assembly for a one-year term.

5.8 The Executive Professional Learning Committee shall:

- 5.8.1 Oversee the application process of STA Executive members, for funds to support professional learning at workshops, conferences, and other leadership development events that would directly benefit and/or promote the local organization.
- 5.8.2 Review applications and allocate funds to successful applicants, upon approval of the Administrative Vice-President.
- 5.8.3 Hold meetings as required until all funds are disbursed.
- 5.8.4 Consist of a recommended maximum of four members put forward by the Chair and ratified by the Assembly for a one-year term.

6. Joint Standing Committees

- 6.1 These committees consist of joint membership/partnership with STA members, Division Administration and/or Board of Education Officials.
- 6.2 The membership and purpose of these committees are embedded in LINC, Division Administration Policies and Procedures, and/or past practice.

6.3 The Teacher Relations Committees shall:

- 6.3.1 Discuss teacher concerns, with division administration, regarding working conditions, Board and Ministry initiatives and other mutually agreed upon items.
- 6.3.2 Be recommended by the system coordinators to ensure the committees reflect the diversity of the teaching population in terms of roles, assignments, and membership demographics. They will be ratified by their respective system Assemblies.

6.3.3 The SPSD Teacher Relations Committee shall:

- a) Develop mutually agreed upon summary reports, after each meeting, outlining the discussions, decisions, and actions of the committee to be presented to the respective parties.
- b) Hold meetings as required, a minimum of four per year.
- c) Consist of four members put forward by the System. Coordinators and ratified by the Public section Assembly of the STA for a one-year term.

6.3.4 The GSCS Teacher Relations Committee shall:

- a) Develop a mutually agreed upon summary report, annually, outlining the discussions, decisions, and actions of the committee to be presented to the respective parties.
- b) Hold meetings as required, a minimum of two per year.
- c) Consist of eight to ten members put forward by the System Coordinators and ratified by the Catholic section Assembly of the STA for a one-year term.

6.4 The GSCS Professional Development Committees shall:

6.4.1 Be established each year in accordance with and for the purposes outlined in the GSCS LINC agreement.

6.5 The SPSP Board of Review Committee shall:

6.5.1 Be established in accordance with and for the purposes outlined in the LINC agreement.

7. Ad Hoc Committees

7.1 These committees are established for a specific purpose.

7.2 The Executive Allowance Committee shall:

7.2.1 Set a formula for the allocation of funds.

7.2.2 Present the allocation of funds to the Assembly, for approval.

7.2.3 Hold meetings as required.

7.2.4 Consist of a recommended maximum of seven members, four of whom must be non-Executive members, put forward by the Chair and ratified by the Assembly.

7.3 The STA Awards Committee shall:

7.3.1 Set criteria for awards, nomination process and nomination deadline.

7.3.2 Communicate the purpose, criteria, and nomination process with the Assembly prior to the deadline.

7.3.3 Review the nomination forms and select the award recipients.

7.3.4 Hold meetings as required.

7.3.5 Consist of a recommended maximum of four members put forward by the Chair and ratified by the Assembly.

7.4 The Electoral Committee Shall:

7.4.1 Conduct all elections for the President, Executive Vice-President, Vice-President of Finance, Executive members and STF Councillors.

7.4.2 Distribute and count ballots for all elections, STA referenda, plebiscites, sanction votes and LINC ratification votes in accordance with STA procedures.

7.4.3 Distribute a list of declared candidates along with their professional profiles to the STA membership.

7.4.4 Hold meetings as required.

7.4.5 Consist of a recommended maximum of ten members put forward by the CEO and ratified by the Assembly.

7.5 The SPSP Travel Grant Committee shall:

7.5.1. Set criteria and priorities for the disbursement of funds.

7.5.2. Make criteria and priorities known to the general membership.

7.5.3. Review applications and allocate funds to successful applicants.

7.5.4. Work in cooperation with SPSP administration personnel.

7.5.5. Hold meetings as required and dissolve the committee when the funds are disbursed.

7.5.6. Consist of recommended maximum of 2 members put forward by the Chair and ratified by the Public section Assembly of the STA.

7.6 The GSCS Grievance Committee Shall:

- 7.6.1 Shall be established in accordance with and for the purposes outlined in the LINC agreement.

10

LOCAL COLLECTIVE BARGAINING

1. The local shall maintain a SPSD Local Implementation and Negotiation Committee (LINC) and a GSCS LINC with the authority to negotiate local collective agreements in accordance with *The Education Act, 1995*.
2. The SPSD LINC Committee and GSCS LINC Committee shall:
 - 2.1 Negotiate with the trustees of their systems, or their representatives, with the aim of securing fair and reasonable conditions of employment for their respective membership.
 - 2.2 Solicit input from their membership and create a bargaining package.
 - 2.3 Present a tentative, local agreement to their system members after the agreement has been reviewed by the STA Executive.
 - 2.4 Arrange for the ratification of tentative local agreements through a vote in which all division STA members are eligible to participate.
 - 2.5 Liaise with the STF and other LINC members on matters related to bargaining.
 - 2.6 Monitor the implementation of local and provincial collective agreements.
 - 2.7 Notify the President for approval of the application of sanctions, should they feel they are required and to formulate recommended details of such actions. Any sanctions applied shall be undertaken only after approval by a vote of the membership of the affected division. Such sanctions shall be discussed with the STF.
 - 2.8 Hold meetings as required.
 - 2.9 Shall consist of a recommended maximum of 10, put forward by the LINC chairpersons and ratified by the section Assemblies of the STA.

11

FINANCIAL MATTERS

1. The fiscal year shall be from August 1 to July 31 of the following year.
2. The Vice-President of Finance shall prepare an annual budget and fee recommendation for ratification at the General Meeting.
3. Signing authority for all financial transactions of the STA shall be vested in the President, the Vice-President of Finance and/or the Executive Vice-President. All financial transactions of the STA shall require a minimum of two signatures.
4. An audit or review of the financial statements by an independent reviewer, in accordance with STF Bylaw, will be arranged by the President and the Vice-President of Finance.

5. Authority for the provision of release time expenses for Executive members or STA committee members shall rest with the President and Vice-President of Finance.
6. Authority for provision of remuneration for Executive or member expenses incurred on local association business shall rest with the President, the Vice-President of Finance and/or the Executive Vice-President.
7. The Executive Allowance committee shall determine the allocation of the Executive Allowance Fund. Prior to distribution, the committee will present the recommended allocation determination to the Assembly for approval.
8. The local association shall establish financial policies that clearly define the administration of, management of expenses, conflicts of interest, payments and other matters, which ensure financial practices are transparent and accountable based on generally accepted accounting principles.
9. **Presidential Release**
 - 9.1 The President shall be granted 100% release time from classroom and/or other school responsibilities for the performance of STA duties. Such leave shall be negotiated by the President with the respective employing Board. The President's salary shall be paid by the employing Board, and the STA shall reimburse the Board for the President's salary.
 - 9.2 The STA President's allowance shall be the greater of 10% of basic salary or the allowance the member would receive should they have remained in the position they occupied immediately prior to taking office, but not both.

12

ELECTIONS

1. All elections shall be held by secret ballot. Balloting in schools shall be conducted by the STA Representative Assembly members according to protocol sent out by the CEO in the election packages. Collection and counting of ballots shall be done by the Electoral Committee.
2. At the time of elections, nominations shall only be received from the floor when there is not a full slate of candidates for a specific position.
3. In case of a tie in an election, an additional vote between the candidates who are tied shall be conducted. The candidate who receives the most ballots shall be declared elected.
4. All ballots shall be retained by the STA for one year, after which they shall be destroyed.
5. **President, Executive Vice-President, and Vice-President of Finance**
 - 5.1 Shall be STA members on full-time, regular contracts.
 - 5.2 Shall complete and return to the CEO a nomination form signed by ten STA members on April 1 by 5:00 pm.
 - 5.3 Shall be elected by the General membership one week following the April General Assembly meeting.

- 5.4 The term of office for the Executive Vice-President and Vice-President of Finance shall be one year, commencing on July 1.
- 5.5 The term of office for the Past President shall be for the one year immediately following his or her presidency, commencing on July 1.
- 5.6 The term of office for the President shall be for two years, commencing July 1 in the year he/she is elected.

6. System Coordinators and LINC Chairpersons

- 6.1 Shall be STA members in good standing.
- 6.2 Shall submit a nomination form to the CEO signed by a STA member on May 1 by 5:00pm prior to the May Representative Assembly Meeting.
- 6.3 Shall be elected by their respective System Representative Assemblies prior to the Representative Assembly in May.
- 6.4 The term of office shall be for one year, commencing July 1.

7. Executive Members

- 7.1 Shall be STA members in good standing.
- 7.2 Shall submit a nomination form to the CEO signed by a STA member by April 1 by 5:00pm.
- 7.3 Shall be elected by the Representative Assembly at the May meeting.
- 7.4 The term of office for Executive members shall be for one year, commencing July 1.

8. Non-Executive Councillors

- 8.1 Shall be STA members in good standing.
- 8.2 Shall submit a nomination form signed by an STA member on May 1 by 5:00 pm prior to the May Representative Assembly.
- 8.3 Shall be elected by the Representative Assembly at the May Representative Assembly Meeting.
- 8.4 The term of office shall be one year, commencing July 1.

9. Staff Representatives

- 9.1 Each school shall elect 1 Representative for every 15 teaching staff. These names must be forwarded to the STA office at least two weeks prior to the September Representative Assembly Meeting.
- 9.2 Substitute teachers shall elect up to 4 representatives to the STA Assembly.
- 9.3 If a Staff Representative is absent without a substitute attending in his/her place at the Representative Assembly Meeting, the responsibility vested in him/her may be considered withdrawn. The Executive may require his/her school to hold a by-election to fill the vacancy.
- 9.4 The term of office shall be for one year.

10. In circumstances where the election of executive members, non-executive councillors and staff representatives cannot be held prior to the expiration of the term of office, the members whose terms are set to expire, will have their terms of office extended until after the general meeting of the membership at which the regular election takes place.

13

VACANCIES AND SUBSTITUTIONS

1. In the event the office of President becomes vacant, this office shall be assumed by the Executive Vice-President. If the Executive Vice-President is unable to, this office shall be assumed by the Vice-President of Finance.
2. In the event an Executive Member position becomes vacant, the President may choose to replace the Executive Member using the following procedure:
 - 2.1 The Executive will call for nominations from the membership.
 - 2.2 Upon closure of nominations, the Representative Assembly will vote and ratify the replacement Executive member within one month.
3. In the event a Councillor position becomes vacant, a substitute Councillor may be appointed by the President.
4. In the event a committee chairperson position becomes vacant, the President may appoint a new chairperson from the Executive or from the committee membership.
5. In the event that a committee member position becomes vacant, the replacement may be appointed by the Committee Chairperson.
6. Staff Representatives vacancies on the Representative Assembly shall be filled immediately by the election of a new representative by the staff concerned.

14

REMOVAL FROM OFFICE

1. Any member of the STA Executive may be removed from office for:
 - 1.1 Behaving in a manner contrary to the codes and standards of the profession.
 - 1.2 Failure to carry out the duties of office.
2. A motion to remove the President, Executive Vice-President, Vice-President of Finance and/or any STA Executive member shall only be considered and conducted under the following conditions:
 - 2.1 That in the opinion of an Executive member, the conduct of another Executive member has resulted in such negative effect so as to impede the work of the local association.
 - 2.2 That a special meeting of the Executive shall be called by the President or Vice-Presidents when any Executive member requests in writing to meet to deliberate on the question of removal and that the meeting occur within ten days of receipt of request.
 - 2.3 That a motion to remove an Executive member require approval by two-thirds of the Executive as a whole; and,
 - 2.4 That the Executive member whose conduct is in question be given notice of the criticism not less than 48 hours in advance of the special meeting;
 - 2.5 A motion to remove the Executive member must be presented and approved

by not less than eighty percent of voting Representative Assembly members. The Executive member being considered for removal shall have the right to address the Representative Assembly prior to the vote.

- 2.6 A motion to remove the President, Executive Vice-President and/or the Vice-President of Finance must be presented to the general membership and approved by not less than eighty percent of voting STA members. The member being considered for removal shall have the right to address the general membership prior to the vote.

15

AMENDMENTS TO THE CONSTITUTION AND POLICIES

1. Amendments to the Constitution

- 1.1 Constitutional review shall be completed every three years.
- 1.2 Proposals for changes to the STA Constitution will be reviewed at a meeting of the General Assembly.
- 1.3 A Notice of Motion will be circulated a minimum of two weeks prior to the General Assembly Meeting at which the proposed constitution will be voted upon.
- 1.4 A vote of two-thirds of the General Assembly present and voting and approval by the Provincial Executive is required to adopt the new constitution.
- 1.5 Changes to the STA Constitution by the General Assembly shall be submitted to the STF Executive for final approval.

2. Amendments to Policy

- 2.1 A Policy review shall be completed every three years.
- 2.2 Proposals for changes to the STA Policies will be reviewed at a meeting of the Representative Assembly.
- 2.3 A Notice of Motion will be circulated a minimum of two weeks prior to the Representative Assembly Meeting at which the proposed policies will be voted upon.
- 2.4 A vote of fifty percent of Representative Assembly, present and voting, is required to adopt the new policy

16

LOCAL DISSOLUTION

The STA may be dissolved by an 80% vote of its membership.

1. At least one month's notice will be given advising the membership of the intention to dissolve.
2. Records and archival materials not required for the purposes of amalgamation or some other reorganization of the Association shall become the property of the STF.
3. It shall be the Executive's responsibility, by way of a decision supported by two-thirds of the Executive as a whole, to dispose of the assets.