



# GUIDE TO BYLAW AND POLICY MAKING

Councillors enact bylaws under the authority granted by Section 14 of *The Teachers' Federation Act, 2006*. Together, the Act and bylaws form the Saskatchewan Teachers' Federation constitution. The bylaws complement the Act by providing more detailed information about roles, responsibilities and processes within the governance structure of the Federation.

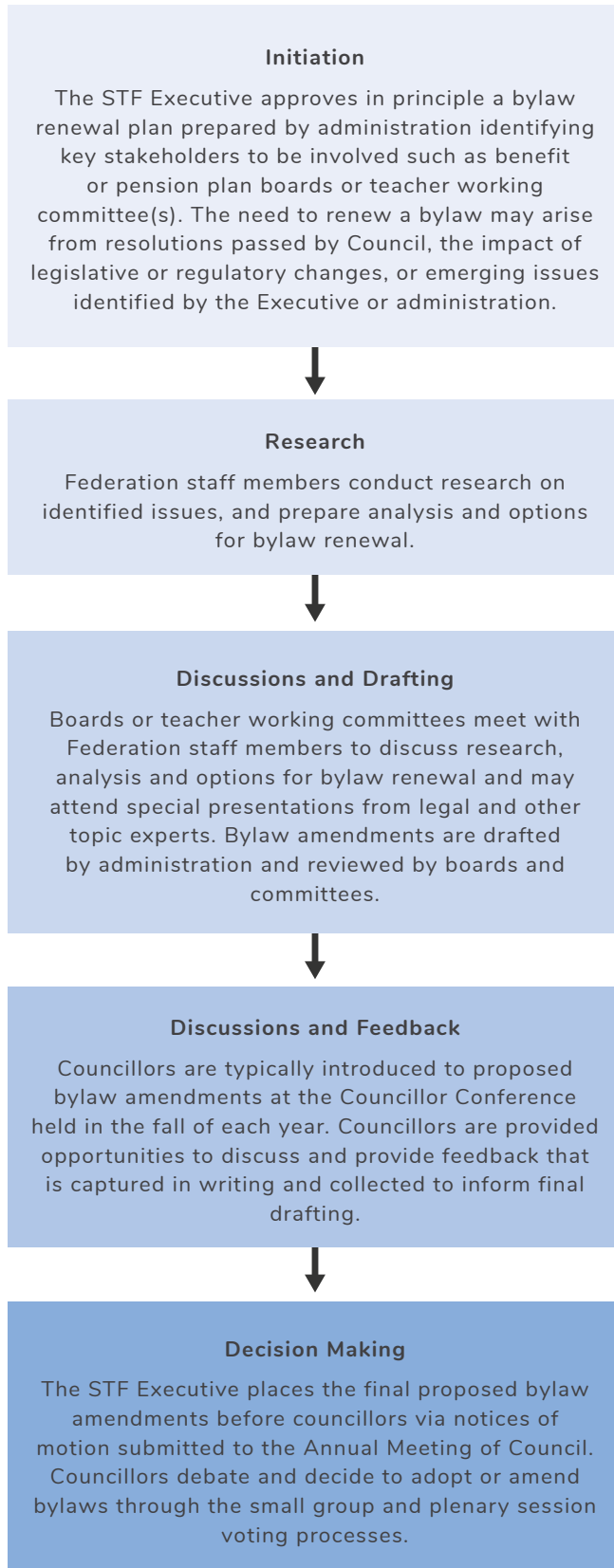
## STF BYLAWS

- **Bylaw 1 (Membership)** establishes categories of membership.
- **Bylaw 2 (Council)** prescribes the composition, roles, responsibilities, representation, meetings and committees of Council.
- **Bylaw 3 (Executive)** prescribes the composition, eligibility, terms, election, remuneration, meetings and removal from office of the STF Executive.
- **Bylaw 4 (Local Associations)** establishes and prescribes the purposes, responsibilities and criteria for membership, officers, fees and constitutions for local associations.
- **Bylaw 5 (Committees)** establishes the authority for the STF Executive to establish and appoint members to standing, ad hoc, advisory, reference or working committees as necessary.
- **Bylaw 6 (Professional Ethics and Practice)** establishes the Code of Ethics, Standards of Practice, and the committee and procedures to administer ethics and practice professional complaints.
- **Bylaw 7 (Collective Interests)** establishes the Code of Collective Interests and the committee and procedures to administer collective interests professional complaints.
- **Bylaw 8 (Fees)** establishes the annual fee for all members, prescribes the preparation of an annual budget and the amount of each member's salary to be allocated to the Contingency Fund.
- **Bylaw 9 (Administration)** establishes the authority of the STF Executive to appoint the Chief Executive Officer and appoint or delegate such appointments of other officers and staff.
- **Bylaw 10 (Teachers' Long-Term Disability Plan)** establishes the plan's purpose, governance, regulation, management and administration.
- **Bylaw 11 (Saskatchewan Teachers' Retirement Plan)** establishes the plan's purpose, governance, regulation, management and administration.
- **Bylaw 12 (Members' Health Plan)** establish establishes the plan's purpose, governance, regulation, management and administration.
- **Bylaw 13 (Member and Family Assistance Plan)** establishes the program's purpose, governance, regulation, management and administration.

## RELATED RESOURCES

- *STF Governance Handbook*
- *Councillor Conference Information* booklet
- *Resolutions and Notices of Motion Information* booklet

## BYLAW RENEWAL PROCESS



## HOW BYLAWS ARE CREATED OR AMENDED

- Bylaws are reviewed by the STF Executive and administration on a continual basis to ensure they do not contravene legislation or regulations applicable to the Federation, or in response to a resolution adopted by Council calling for the development or amendment of specific bylaws, the evolving expectations of the public or needs of teachers and the profession.
- Bylaw changes must come to councillors with due notice to be considered.
- Proposed bylaw changes by the STF Executive are typically discussed at the fall Councillor Conference prior to being voted on at the Annual Meeting of Council in spring.
- Those notices of motion are published in the Resolutions and Notices of Motion Information booklet prior to the Annual Meeting of Council and must be passed with the support of two-thirds of the councillors who are present and voting.
- All bylaw changes adopted by Council must be filed with the Director of Corporations and must be submitted to the Ministry of Justice for scrutiny by the legislative assembly of Saskatchewan.
- If the legislative assembly finds Council has enacted bylaws that are not in the public interest or confer powers that have not been permitted by the Act, the changes will be revoked.

### MAKE IT MEANINGFUL

**Be familiar with the Federation's bylaws** and understand how the various bodies and processes described within contribute to the governance structure of the Federation and the professionalism of members. In considering bylaw changes, you should:

- **Identify and review any proposed bylaw changes** in the notices of motion included in the **Resolutions and Notices of Motion Information** booklet distributed to councillors prior to the Annual Meeting of Council.
- **Be able to assess any implications** the change to a bylaw may have for the overall effectiveness of the Federation's governance and for members.
- **Talk to a colleague or a member of the STF Executive or senior administrative staff** if you need help or additional information to assist in your decision making regarding any bylaw-related notice of motion.

## STF POLICIES

One of the important roles that councillors have is to adopt, amend or reject the formal policy statements that publicly express the beliefs and values of Saskatchewan teachers and guide the governance and administration of their professional organization. Saskatchewan Teachers' Federation policies provide a platform essential for the development of separate and complementary Executive or operational policies, and organizational planning and decision making. Their development is often the impetus for the Federation to move forward into new areas of programming and service or signal change within the organization when working with the membership, educational partners and the public.

Council has identified five key purposes of Federation policies:

- 1 To express the collective voice of teachers about issues and principles that are important to the teaching profession.
- 2 To identify goals that teachers, individually and collectively, and their professional organization should work to achieve.
- 3 To guide members' professional practices.
- 4 To guide the professional organization's planning, programs and services.
- 5 To guide individual members, local associations and the provincial organization when working with partner organizations, parents and others in the education community.

A specific policy need not address all five purposes, but it should always reflect the values and beliefs of members.

STF policies are not mandatory in the same way as legislation, regulations and bylaws, nor do they carry the same kind of expectations of compliance on the part of teachers as compared to Ministry of Education or school division policies. However, they do provide clear guidance to inform the Federation activities and advocacy.

Policies approved by Council should not contain Executive or administrative processes. These are more appropriately situated in Executive, board or operational policy.

## HOW POLICIES ARE CREATED OR AMENDED

- Federation policies are reviewed by the STF Executive and administration on a continual basis to ensure that they accurately represent the beliefs of teachers and reflect the changing context of issues in education and the teaching profession.
- Federation policies are typically developed by working committees of teachers brought together to research, analyze and discuss topics and issues of importance. These committees are created by the Executive proactively or in response to a resolution passed by Council.
- Drafts of new or amended policies are typically presented at the fall Councillor Conference prior to being voted on at the Annual Meeting of Council in spring.
- The STF Executive will sponsor resolutions for the creation or amendment of any Federation policy.
- Those resolutions are published in the *Resolutions and Notices of Motion Information* booklet prior to the Annual Meeting of Council and must be passed with a majority of the councillors who are present and voting.

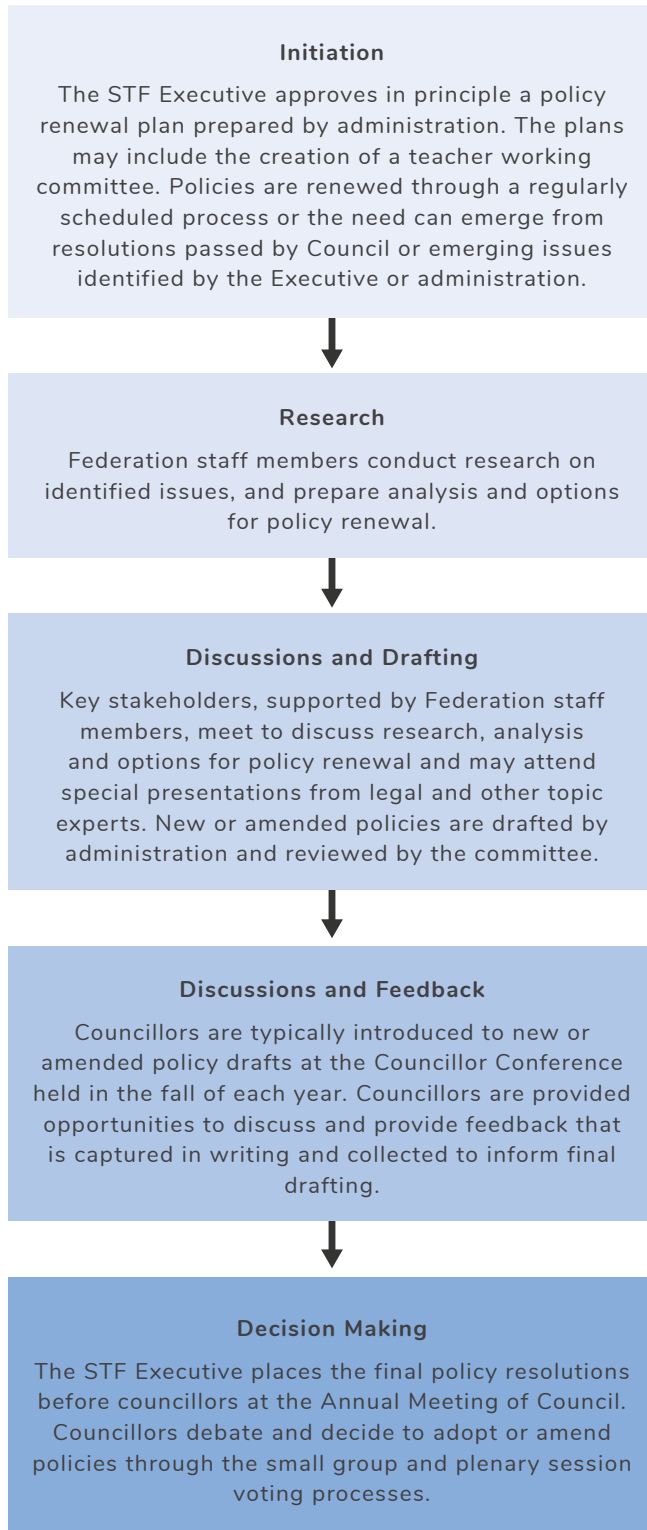
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### Encourage Member Engagement

Councillors should keep an eye out for communications encouraging members to volunteer for one of the many committees established by the STF Executive that work on issues of importance to the profession and related Federation policies. Opportunities inviting applications from teachers can be found in the Federation's newsletter, *What's New* and social media channels.

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## POLICY RENEWAL PROCESS



### MAKE IT MEANINGFUL

**Be familiar with the Federation policies** and understand how the various beliefs influence your own work and that of local associations and the provincial organization. Taken together, these policies represent the collective wisdom of teachers on a wide variety of issues and provide a valuable starting point for guiding the Federation as new issues and challenges emerge. In considering new or amended policies, you should:

- **Review and provide feedback** during discussions of draft policies at the Councillor Conference each year. The proposed policy and accompanying commentary are included in the **Councillor Conference Information** booklet made available to councillors prior to the conference.
- **Identify and review any proposed policy additions or changes** in the resolutions included in the **Resolutions and Notices of Motion Information** booklet made available to councillors prior to the Annual Meeting of Council.
- **Be able to assess any implications** the changes to or addition of a policy may have on the Federation's programs, services or positions and members' professional practice.
- **Talk to a colleague or a member of the STF Executive or senior administrative staff** if you need help or additional information to assist in your decision making regarding any policy-related resolution.



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