

# Constitution of the Chinook Teachers' Association



## Article 1: Name

1.1 The organization shall be the Chinook Teachers' Association (the "Association") and shall operate as a local association as defined by the bylaws and policies of the Saskatchewan Teachers' Federation (the "Federation"). The Association shall ensure that its Constitution and policies are consistent with the legislation, bylaws and policies of the Federation.

## Article 2: Membership

2.1 The members of the Association are:

- a. Members of the Federation employed by Chinook School Division #211.
- b. Substitute teachers who have substituted in Chinook School Division #211.
  - i. Substitute teachers have the right to attend Association meetings and events, and may vote but cannot hold office.
- c. Associate members.
  - i. Pre-service teachers, including interns, placed at schools within Chinook School Division #211 are considered associate members.
  - ii. Associate members may attend meetings and events of the Association; however, they may neither vote nor hold office.

## Article 3: Purposes

3.1 It is the purpose of the Association to:

- a. Further the objectives of the Federation provincially and locally.
- b. Support the professional growth of members.
- c. Bargain collectively on behalf of members for a local collective bargaining agreement subject to the local bargaining provisions of *The Education Act, 1995*.
- d. Ensure effective communications between members and the Federation.
- e. Ensure effective representation of members in Federation affairs.

3.2 As per STF bylaw, the local association shall not make any representation to the provincial government or any member, branch or agency without the explicit approval of the Federation Executive.

## Article 4: Fees

- 4.1 All teachers employed by the Chinook School Division #211 shall be members and shall pay annual fees recommended by the Executive and approved by the membership at the General Meeting.
- 4.2 The Executive may establish the substitute teachers' fee.
- 4.3 The Executive may levy a fee for associate members.
- 4.4 Interns shall be granted temporary non-fee-paying and non-voting membership for the duration of the internship in the Association.
- 4.5 Membership fees will be paid through payroll deductions as negotiated by the LINC.
- 4.6 All fees will be prorated.

## Article 5: Rules of Procedure

- 5.1 All meetings shall be governed by *Robert's Rules of Order* unless otherwise stated.
- 5.2 The membership will be given at least two weeks' notice of all meetings.
- 5.3 Presentation requests must be made to the President prior to the meeting.
- 5.4 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.
- 5.5 The Executive may authorize absent individuals to electronically attend meetings that are being held in person.

## Article 6: Organization

- 6.1 The governing bodies of the Association shall consist of the following:
  - a. General Meeting of the Members
    - i. A General Meeting shall be held at least once annually.
    - ii. The President shall call a General Meeting when deemed necessary by the Executive.
    - iii. The President shall call a General Meeting within two weeks upon receipt of a petition requesting said meeting that states reasons for same, and the petition must be signed by not fewer than 25 percent of the voting membership. This petition must be presented at an Executive meeting.
    - iv. The authority and responsibilities of members at a General Meeting are to:
      1. Approve fees and annual budgets.
      2. Approve audited financial statements.
      3. Receive reports from Executive members and committee chairpersons.
      4. Approve amendments to the Constitution.

- v. A minimum of ten members present shall constitute quorum.
- vi. Notwithstanding 6.1.a.i, the Executive may, in exigent circumstances, delay, postpone or reschedule the Annual General Meeting to a date, place and time to be determined by the executive.

b. Executive

- i. The Executive officers of the organization are:
  - 1. President.
  - 2. Vice-President.
  - 3. Councillors as determined by STF bylaw.
  - 4. Secretary.
  - 5. Treasurer.
  - 6. Local Implementation and Negotiation Committee (hereinafter called the LINC) Chairperson and one other LINC member.
  - 7. Committee chairpersons.
  - 8. Additional representatives.
- ii. The Executive may appoint up to four representatives.
- iii. The Executive shall meet at least five times per year or at the request of the President.
- iv. All Executive meetings shall be open to all members.
- v. A minimum of six Executive members attending an Executive meeting shall constitute quorum.
- vi. The responsibilities of the Executive include:
  - 1. Overseeing the activities of all committees.

## Article 7: Committees

7.1 Committee members shall be members of the Association and may be appointed from all geographic regions of the Chinook School Division #211.

7.2 Members will be informed of the duties and responsibilities of each committee, and will be asked to volunteer to serve for a one-year term unless otherwise stated.

### 7.3 Standing Committees

7.3.1 The standing committees of the Association shall be the following:

a. Convention Planning Committee

- i. The Committee shall consist of:
  - 1. A representative from each school within the assigned region selected to plan the Convention.
  - 2. The Association Treasurer.
  - 3. Additional representatives as selected by the Executive.
- ii. The Committee shall select the chair.

iii. Duties of the Committee include:

1. Planning the annual Convention in consultation with the Executive.
2. Working within the annual spending limit, as set by the Executive.
3. Reporting to the Executive activities of the Committee.
4. Disseminating information about the plans for the Convention to the Association membership.

b. Communications Committee

i. The Committee shall consist of:

1. One member of the Executive.
2. Up to three members selected by the Executive from an open call to the entire membership.

ii. The Chair shall be the Executive member.

iii. Duties of the Committee include:

1. In consultation with the Executive, facilitating internal and external communication on behalf of the Association.
2. Acknowledging events in Association members' lives as defined in policy and/or procedures.

c. Nominations Committee

i. The Committee shall consist of:

1. Three to five Executive members who are in their first of a two-year term and not running for another position.

ii. The Committee shall select the Chair.

iii. Duties of the Committee include:

1. Communicating to members about the Association leadership roles and opportunities.
2. Overseeing the nomination process.
3. Preparing and presenting a list of candidates for the annual Association election.
4. Disseminating results of the election to Association members.
5. Communicating results to the Federation prior to June 30 annually.

d. Professional Development Fund Committee

i. The Committee shall consist of:

1. The Association Treasurer.
2. A representative from the LINC.
3. Up to two members selected by the Executive from an open call to the entire membership.

- ii. The Committee shall select the Chair.
  - iii. Duties of the Committee include:
    - 1. Dispersing funds to teachers for professional development.
    - 2. Utilizing criteria as determined by the LINC and/or the Committee.
    - 3. Communicating the selection criteria to the membership.
    - 4. Setting an annual spending limit for the Convention Planning Committee to be approved by the Executive
- e. Association Representatives to the Chinook Leaves and Awards Committee
- i. The Committee shall consist of:
    - 1. One representative from the LINC, to be appointed by the Executive.
    - 2. Member(s) selected by the Executive from an open call to the entire membership.
- f. Scholarship Committee
- i. The Committee shall consist of:
    - 1. One Executive member.
    - 2. Up to three members selected by the Executive from an open call to the entire membership.
  - ii. The Committee shall select the chair.
  - iii. Duties of the Committee include:
    - 1. Dispersing funds for scholarships.
    - 2. Utilizing the criteria determined by the Committee.
    - 3. Communicating the selection criteria.
    - 4. Promoting and awarding the scholarships.
- g. Local Implementation and Negotiation Committee (LINC)
- i. The Committee shall consist of:
    - 1. Five members, as elected by the membership via CTA Elections.
  - ii. The LINC shall select the chair.
  - iii. The LINC shall negotiate local collective bargaining agreements with the employers of Association members by:
    - 1. Compiling proposals for negotiations on behalf of the Association.
    - 2. Informing the Executive of the proposals.
    - 3. Seeking membership approval of the proposals.
    - 4. Planning and conducting negotiations.
    - 5. Maintaining communication with the Executive and Association members throughout negotiations.
    - 6. Presenting a tentative settlement to the membership for a ratification vote.
    - 7. Arranging for a member vote on tentative local collective bargaining

agreements.

8. Liaising with the Federation and other LINC's on matters related to bargaining.
9. Monitoring the implementation of local and provincial collective bargaining agreements.

- iv. The LINC shall present suggestions to and obtain feedback from Association members and prioritize suggestions.

#### 7.4 Ad Hoc or Special Committees

- a. To be determined as required by the President or Executive.
- b. All ad hoc committee members are approved by the Executive.
- c. The Chairperson shall be appointed from the Committee members.
- d. The Chairperson shall report to the Executive.

## Article 8: Officers and Officials

### 8.1 President Duties

#### 8.1.1 The President shall:

- a. Preside over all General and Executive meetings, and have general supervision of all activities of the Association.
- b. Have signing authority.
- c. If required, participate as a member on any committees struck by the organization or by the President.
- d. Act as the agent of the Association in managing its affairs by:
  - i. Furthering the goals and activities established at the provincial level of the Federation and communicating these goals and activities to Association members.
  - ii. Serving as the official representative and spokesperson of the Association.
  - iii. Facilitating leadership development within the Association.
  - iv. Facilitate and lead meetings between the Executive and Chinook School Division #211 Senior Leadership.
  - v. Establishing and maintaining an effective, two-way communications system with Association members.
  - vi. Facilitating the development and implementation of Association policies.
  - vii. Promoting relationships that extend the Association's influence.
  - viii. Forwarding approved Constitution amendments to the Federation for approval, as per Federation bylaws.
  - ix. Obtaining a list of superannuating or retiring teachers.
  - x. Ensure an up-to-date copy of the Constitution is available.

### 8.2 Vice-President Duties

#### 8.2.1 The Vice-President shall:

- a. In the absence of the President, assume the office and duties of the President.
- b. Have signing authority.

- c. Represent the Association at school division meetings related to the school year calendar.

### 8.3 Councillor Duties

#### 8.3.1 A Councillor shall:

- a. Conduct their duties in accordance with Federation bylaws.
- b. Attend Council meetings and contribute to the work of the Council, providing the perspective of the Association while acting on behalf of all STF members.
- c. Act as an agent of the Federation within the Association by:
  - i. Providing updates to members about Federation policies, plans, activities, services, and educational issues and trends affecting teachers.
  - ii. Supporting the development and implementation of Federation plans and policies at the provincial and local levels.
  - iii. Informing the Federation about the needs of local members and developments or issues within the Association.
  - iv. Maintaining local relationships, both internal and external, that facilitate advocacy and information gathering.
- d. Refer members requesting assistance in their professional duties or relationships to the appropriate Federation supports.
- e. Inform the President that they are unable to attend a Federation meeting of Council and work with the Executive to find a substitute.

### 8.4 Secretary Duties

#### 8.4.1 The Secretary shall:

- a. Record minutes of all General and Executive meetings, and communicate these minutes to Association members.
- b. Conduct correspondence as required by the Executive.

### 8.5 Treasurer Duties

#### 8.5.1 The Treasurer shall:

- a. Receive, collect, bank and issue receipts for all money paid to the Association, and disburse the same as directed by motions passed at Executive and General meetings.
- b. Prepare an annual financial report and present it at the General Meeting.
- c. Have signing authority.
- d. Prepare an annual proposed budget for review by the Executive.
- e. In consultation with the President, arrange for an annual audit from outside the Association membership.
- f. See that provision is made for an annual audit and/or at any other time that the Executive deems expedient.
- g. Provide a financial statement report to the Executive.
- h. Order gifts from the Federation and purchase gifts from the Association for new

teachers and superannuates.

- i. Participate as a member of the Convention Planning Committee and the Professional Development Fund Committee.

## 8.6 Local Implementation and Negotiation Committee (LINC) Chairperson Duties

8.6.1 The LINC Chairperson has the same roles and responsibilities as other Committee Chairs.

8.6.2 In addition to the duties of all Committee Chairs, the LINC Chairperson shall:

- a. Maintain regular contact with the Association Executive and the Federation during negotiations.
- b. Speak on behalf of the Committee to members and school division officials regarding LINC matters in consultation with the President.
- c. Maintain relationships with school division officials involved in collective bargaining.
- d. Support members' awareness of clauses within the local collective bargaining agreement and the Provincial Collective Bargaining Agreement.

8.6.3 The LINC Chairperson assists members in dealing with grievances related to the local collective bargaining agreement.

## 8.7 Committee Chairperson Duties

8.7.1 All Committee Chairpersons shall be responsible to the Association Executive and attend Association Executive meetings.

8.7.2 The Chairperson of a standing committee shall prepare required reports or documents on behalf of the committee and ensure that a report is presented at each meeting required.

8.7.3 The Chairperson shall contribute to the establishment and maintenance of the committee by:

- a. Organizing and presiding over committee meetings.
- b. Recruiting, mentoring and supporting committee members.
- c. Facilitating the review of committee plans, programs and goals.

8.8 All local association officers and Committee Chairpersons shall transfer all records under their keeping to their successors in office prior to June 30 of each year.

## Article 9: Local Collective Bargaining

9.1 The Association shall maintain a LINC with the authority to negotiate local collective bargaining agreements in accordance with *The Education Act, 1995*.

### 9.2 Ratification Vote

9.2.1 The LINC shall conduct a local collective bargaining agreement ratification vote via secret ballot of all members. Greater than fifty percent acceptance of members voting is required to ratify a new agreement.



## Article 10: Financial Matters

### 10.1 Remuneration and Expenses

- a. The executive shall reimburse officers and members for Expenses incurred on local association business according to rates and policies approved by the General Meeting.
- b. All expenses require Executive approval prior to payment unless the Executive designates such approval to another individual.
- c. Motions involving Expenses of \$1,000.00 or more shall require a two-thirds majority approval of the Executive.

### 10.2 Release Time

- a. The LINC shall negotiate release time for Association officers with the employing Chinook School Division #211.
- b. The Association may reimburse the Chinook School Division #211 for the costs of releasing an employee or employees to carry out roles and responsibilities for the Association as negotiated by LINC and approved by the membership.

### 10.3 Financial Review

- a. The Treasurer, in consultation with the President, shall recommend an individual who is not a member of the local association be appointed annually to conduct an audit or review of the financial records of the local association and prepare a financial statement.
- b. The audit or review shall confirm adherence to the standards provided by Chartered Professional Accountants Canada.
- c. The audit or review shall be approved at a meeting open to all members.

### 10.4 Signing Authority

- a. Two signing authorities are required for all payments.
- b. Three officers shall have signing authority. All payments of monies shall require at least two signatures. Individuals shall not sign for payments to themselves.

### 10.5 Fiscal Year

- a. The local association fiscal year shall be from July 1 of the current year to June 30 of the following year.

10.6 The local association shall establish financial policies that clearly define the administration and management of expenses, conflicts of interest, payments, and other matters, which ensure financial practices are transparent and accountable based on generally accepted accounting principles.

## Article 11: Elections and Removal from Office

### 11.1 Elections

- a. Members of the Association will be elected by the general membership to the following positions prior to May 30 of each year.
- b. A member may concurrently hold more than one position within the Association.
- c. If a position remains vacant after an election, the Executive will appoint an individual to the position from the membership.

### 11.2 Method of Election

- a. Elections will take place prior to June 30 of each year.
- b. All elections shall be conducted by secret ballot.
- c. By-elections shall be held at a time determined by the Executive when any elected position becomes vacant.
- d. If only one nominee is seeking a position, the individual will be elected by acclamation.
- e. In the case of a tie vote, another vote shall be held for the position.

### 11.3 Terms of Office

- a. The term of office for President, Vice-President, Councillors, Secretary, Treasurer, and LINC is two years. Members elected to these positions are eligible for re-election at the end of their term.
- b. As determined by the Executive, the term of office for President, Vice-President, Councillors, Secretary, Treasurer, and LINC may be limited to one year in order to maintain continuity within the Association.
- c. The term of office extends from July 1 to June 30.
- d. Should the office of President become vacant before the President's term expires, the Vice-President shall assume the office until the next General Meeting.
- e. Should the office of Vice-President become vacant before the Vice-President's term expires, a Councillor, upon election, will assume the office until the next General Meeting.
- f. Should other elected positions become vacant or if the member is unable to complete their term of office, a replacement may be appointed by the Executive.

### 11.4 Removal From Executive Office

11.4.1 An Executive member may be removed from office in the event that the conduct of the officer has resulted in such negative effect so as to impede the work of the Association.

11.4.2 Removal from office shall be considered in accordance with the following provisions:

- a. That a special meeting of the Executive be called by the President or Vice President when any Executive officer requests, in writing, to meet to deliberate on the question of removal, and that the meeting occurs within 10 days of receipt of request.
- b. That the Executive officer whose conduct is in question be given notice of the

- criticism not less than 48 hours in advance of the special meeting.
- c. That a motion to remove or sanction an Executive officer requires approval by two-thirds of the Executive as a whole.
  - d. The motion to remove the Executive member must be presented to the General Membership and approved by not less than two-thirds of members voting.
  - e. The notice of the special meeting of the General Membership must occur within one month of the Executive motion being approved.
  - f. An opportunity shall be provided to the subject representative(s) and to the mover of the motion to address both the Executive and General Membership.

## Article 12: Constitutional Amendments

- 12.1 Amendments to this Constitution may be initiated by any member of the CTA who gives notice accompanied by a written statement of proposed changes to the Executive at a meeting.
- 12.2 Amendments must be approved by the Executive in order to be presented to the membership at the General Meeting.
- 12.3 A notice of motion to amend must be given to members in writing at least fourteen days prior to the General Meeting.
- 12.4 A vote of 2/3 majority of members attending the General Meeting is required to amend the Constitution.
- 12.5 Amendments to the local association constitution as accepted by the membership are not effective until approved by the STF Executive.
- 12.6 All amendments, provisions, policies, and constitutional changes shall be consistent and in accordance with STF legislation, bylaws and policies.

## Article 13: Dissolution of the Association

- 13.1 The Association may be dissolved by a vote of the membership. Any vote to dissolve the Association must be approved by the Executive.
  - 13.1.1 Greater than fifty percent acceptance is required to dissolve the Association.
- 13.2 The disposition of assets will be decided by Association members at a General Meeting.
- 13.3 Official records will be preserved and transferred to the future Association or, if no future Association is to exist, the Federation.
- 13.4 The Federation shall be informed of the location of records and archival material of the dissolved Association.