

Lloydminster Teachers' Association Constitution

Bylaw & Policies



**Lloydminster
Teachers'
Association**

Lloydminster Teachers' Association – affiliated with the Saskatchewan Teachers Federation

Constitution of the Lloydminster Teachers' Association

Article 1: Name

1. The name of this local association of the Saskatchewan Teachers' Association, referred to hereafter as the "STF", shall be the Lloydminster Teachers' Association, referred to hereafter as the "LTA". The constitution, bylaws and policies of the LTA are consistent with The Teachers' Federation Act, 2006 and the STF bylaws and policies.

Article 2: Terminology

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

1. **Standing Committees** – Communications, LINC (Public and Separate), Professional Development, Scholarship, and Social.
2. **Ad Hoc Committees** – A committee established for a specific purpose and dissolved upon completing its purpose.
3. **Executive of the Lloydminster Teachers' Association** – President, Vice-President, Secretary, Treasurer, Councillors, Public Local Implementation & Negotiations Committee Chair, and Separate Local Implementation & Negotiations Committee Chair.
4. **Representative Assembly** - The members of the LTA shall elect or cause to be named annually a Representative Assembly consisting of the following officers and committees:
 - a. Executive
 - b. School Staff Liaisons
 - c. Standing Committee Chairs
 - (i) Professional Learning Committee
 - (ii) Communications Committee
 - (iii) Social Committee
 - (iv) Scholarship Committee
 - (v) Other officers as determined by the Assembly

Article 3: Purpose

1. The purposes of the LTA shall be:
 - 1.1. To promote the cause of education in Lloydminster.
 - 1.2. Further the objectives of the federation provincially and locally.
 - 1.3. Bargain collectively on behalf of members for local collective bargaining agreement subject to the local bargaining provisions of The Education Act, 1995.
 - 1.4. To support the professional growth of teachers.
 - 1.5. To ensure effective communication between members and the STF.
 - 1.6. To ensure effective representation of members in STF affairs.
 - 1.7. To promote professionalism by supporting the Saskatchewan Teachers' Federation's Code of Professional Ethics, Code of Collective Interest, and Standards of Practice.
 - 1.8. Leverage LPAC, AP 451, and LINC to secure conditions which will make possible the best professional service.
 - 1.9. To promote the well-being of teachers.

2. As per STF Bylaw 4, Section 4.5, the LTA shall not make any representation to the provincial government or any member, branch or agency thereof without the explicit approval of the STF Executive.

Article 4: Membership

1. The LTA is composed of all members of the STF who are employed by the Lloydminster Public School Division #99 and/or Lloydminster Roman Catholic Separate School Division #89.
2. Membership shall be granted to all substitute teachers from both school divisions upon payment of the annual Professional Membership Fee.
3. Honorary membership shall be conferred upon teachers who have superannuated from the LTA and who reside in the Lloydminster area. The Executive may designate honorary membership to others.
4. For the purpose of representation to the Assembly, all members of the LTA who work at or from the Lloydminster Public Division Office shall be designated a representative. Lloydminster Catholic Division Office Staff shall be designated to Holy Rosary School.

Article 5: Professional Membership Fees

1. All teachers under contract with the Board of Education of a school division in the City of Lloydminster must pay the annual prescribed, non-refundable Professional Membership Fee.
2. The Executive will recommend an annual Professional Membership Fee for approval at the Fall Annual General Meeting. A majority vote of the LTA membership will approve the recommended annual Professional Membership Fee.
3. The Executive shall have the right to recommend to the membership additional Professional Membership Fees.
4. Upon payment of the specified Professional Membership Fee, membership will be granted to any substitute teacher from either school division.

Article 6: Administration of Funds

1. All committee accounts shall be handled through the Treasurer.
2. All records shall be reviewed by a qualified third-party at the close of the school year.
3. The Treasurer, the President, and the Vice-President shall have signing authority.
4. The Executive can recommend an annual Honorarium to members of the LTA for substantial contributions. These Honoraria will be approved by the Representative Assembly.

Article 7: Meetings

1. Executive Meetings

1.1 All Executive meetings shall be called by the discretion of the President of the LTA.

2. Representative Assembly Meetings

2.1 During the year, the President shall call all regularly scheduled Representative Assembly Meetings giving notification at least one week in advance of the meeting.

2.2 The President may call additional Representative Assembly Meetings to address emergent situations.

3. Committee Meetings

3.1 All committee meetings shall be called by the respective chairperson giving notification of time, place, and purpose at least one week in advance of the meeting.

4. Annual General Meetings

4.1 Annual General Meetings shall be called by the President of the LTA giving notification at least one week in advance of the meeting.

4.2 There shall be two annual general meetings held each year. One shall be held in the fall to approve the operating budget of the LTA . The other shall be called in the spring for the election of executive positions.

5. Special Meetings

5.1 Special Meetings shall be arranged by the president if the Executive is presented with a request in writing signed by not less than twenty-five LTA members and stating the purpose for the special meeting. Such a meeting must be held within ten days of receipt of such request.

Article 8: Elections and Appointments

1. The Executive

1.1 The Executive shall be elected at the Spring Annual General Meeting.

1.2 The President, Vice-president, Secretary, and Treasurer shall be elected annually to two year terms.

1.3 Councillors will be elected annually for two-year terms

1.3.1 While the LTA's membership is less than 454 members, Catholic members will elect two Councillors, Public members will elect four Councillors, and the President shall be acclaimed as a Councillor.

1.3.2 Once the LTA reaches 454 members, Catholic members will elect three Councillors, Public members will elect five Councillors, President will be one of the three, or one of the five, members of the division they are employed by.

2. School Staff Liaison

2.1 There shall be one School Staff Liaison for each school building. Schools with more than 30 members shall be entitled to elect one additional staff representative. If a school with fewer than 30 members chooses to have two teachers share one School Staff Liaison position, only one of those two teachers may vote on motions at a meeting of the Representative Assembly, should both teachers be present at a meeting.

2.2 School Staff Liaisons shall be appointed annually by each staff for a one-year term.

2.2.1 Names of those appointed shall be forwarded to the Nominating Committee or the President.

2.2.2 School Staff Liaisons will be approved by a vote of the members at the Spring Annual General Meeting.

2.3 If a School Staff Liaison is absent without a substitute at the Representative Assembly Meeting, the responsibility vested in the School Staff Liaison may be considered withdrawn. The Executive may require the school to appoint a member to fill the vacancy thus created.

3. Standing Committees

3.1 Members of Standing Committees shall be appointed at the Fall Annual General Meeting to one-year terms.

3.2 The committee chairperson shall be selected by each committee at their first meeting.

4. The Local Implementation and Negotiations Committees

4.1 Public Division shall:

4.1.1 be comprised of five to seven members who are appointed to one-year terms.

4.1.2 be elected to provide a proportional representation of Elementary, Middle, and High School teachers and an administrator.

4.2 Catholic Division shall:

4.2.1 be comprised of five to seven members who are appointed to one-year terms.

4.2.2 be elected to provide a proportional representation of Elementary, Middle, and High School teachers and an administrator.

5. Ad Hoc Committees

5.1 Members shall be appointed by the Executive.

5.2 The committee chairperson shall be selected by the committee at their first meeting.

6. Election Procedure

6.1 An election for all elected Executive must be held at the Spring Annual General Meeting.

6.2 An Electoral Committee representing both Divisions shall be appointed by the President at the Representative Assembly Meeting one month prior to elections.

6.3 The School Staff Liaisons shall inform members of the names of the Electoral Committee members following the Representative Assembly Meeting.

6.4 All nominations shall be submitted to the Electoral Committee by the deadline determined by the Executive prior to the Spring Annual General Meeting. Nominees may submit a professional profile of no more than 150 words.

6.5 The Electoral Committee shall distribute a list of declared candidates along with their professional profile to all School Staff Liaisons who shall forward these to the members on their staff.

6.6 The Electoral Committee shall prepare ballots and conduct the elections for the Representative Assembly.

6.7 All members present at the Spring Annual General Meeting shall be eligible to vote.

- 6.8 The President shall be elected and acclaimed as a Councillor prior to the vote for Councillors. The remaining positions of Councillors shall be elected by members of their respective divisions.
- 6.9 Members, who are unable to attend the Spring Annual General Meeting due to conflicting events where they are responsible for supervising students, may submit a proxy vote after the declared candidates have been distributed, but prior to the Spring Annual General Meeting. A proxy vote will be administered in person by members of the electoral committee.
- 6.10 If the slate of candidates is not complete by the deadline, nominations shall continue to be received for vacant positions until one week prior to elections. A stand alone election for these positions will take place at the Spring Annual General Meeting.
- 6.11 Elections shall be held by secret ballot. Collection and counting of ballots shall be done by the Electoral Committee.
- 6.12 In case of a tie in an election, a revote between the candidates who are tied shall be conducted. The candidate who receives the most ballots shall be declared elected.

7. Vacancies

- 7.1 In the event the office of President becomes vacant, this office shall be assumed by the Vice-President.
- 7.2 In the event that a Councillor position becomes vacant, the position shall be elected by the members of the Representative Assembly of their respective divisions.
- 7.3 Any other officer leaving during term of office will be replaced using the following procedure:
 - 7.3.1 The Executive may call for nominations.
 - 7.3.2 Upon closure of nominations, the Executive will appoint the replacement officer within one week.
- 7.4 In the event that positions on LINC or Ad Hoc Committees become vacant, these shall be filled by appointment by the Representative Assembly or Executive.
- 7.5 School Staff Liaison vacancies on the Representative Assembly shall be filled immediately by the appointment of a new representative by the staff concerned.

8. Replacement and Removal of Executive Officers

- 8.1 A motion to replace or remove an executive officer shall only be considered and conducted under the following conditions:
 - 8.1.1 That in the opinion of an executive officer, the conduct of another officer has resulted in such negative effect so as to impede the work of the local association;
 - 8.1.2 That a special meeting of the executive be called by any executive officer to deliberate on the question of replacement or removal; and,
 - 8.1.3 That a motion to replace or remove an officer require 80% of those present and voting.

Article 9: Governance

1. Representative Assembly

The Representative Assembly shall:

- 1.1 Receive, consider and act upon the views and requests presented to it by members of the Association.
- 1.2 Establish effective liaison with, or representation with the Lloydminster Public and Catholic School Divisions so that teachers may aid in determining the educational practices and objectives of both systems.
- 1.3 Maintain, through the Councillors, an effective liaison with the STF.
- 1.4 Establish and maintain, through the Communications Committee, an effective channel of communication with the community.
- 1.5 Maintain a 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.
- 1.6 Establish and maintain through the Professional Learning Committee, an effective professional development program in accordance with the wishes of the teachers.
- 1.7 Establish Ad-Hoc Committees to study and recommend action on specific issues.
- 1.8 Set up and recommend an operational budget for the current year.
- 1.9 Be responsible for handling the finances of the Association.
- 1.10 Receive reports from all standing and Ad-Hoc Committees.
- 1.11 Make the necessary appointments to fill vacancies on standing committees.
- 1.12 Perform other duties as laid down by the Assembly.

2. Executive

2.1 The President shall:

- 2.1.1 Be the official spokesperson of the LTA.
- 2.1.2 Be the primary signing officer of the LTA.
- 2.1.3 Notify the Executive and Representative Assembly of all meetings one week in advance of the meetings.
- 2.1.4 Preside over all meetings according to established parliamentary procedures.
- 2.1.5 Acquire a working knowledge of parliamentary law and procedures and a thorough understanding of the Constitution, policies, and standing rules of the LTA.
- 2.1.6 Give leadership in all Executive functions.
- 2.1.7 Have the right to call meetings of the Representative Assembly or the Executive for the purpose of liaison and planning.
- 2.1.8 Be an Ex-officio member of all standing and ad-hoc committees to monitor the effectiveness of all committees.
- 2.1.9 Have available a list of committees and their members.
- 2.1.10 Attend the meetings of each school division whenever possible.
- 2.1.11 Put all motions to a vote.

2.1 The Vice-President shall:

- 2.1.1 In the absence of the President, assume the President's duties.
- 2.1.2 In the event the position of President becomes vacant, assume that position for the remainder of the term.

2.1.3 Assist in the preparation of the agenda for Executive meetings.

2.1.4 Carry out such duties as may be assigned by the President.

2.2 The Secretary shall:

2.2.1 Act as the Recording Secretary for all Executive and regular meetings.

2.2.2 Be responsible for having readily available copies of this Constitution and amendments thereto.

2.2.3 Attend to all correspondence.

2.2.4 Collect and manage records and activities of all committees from year to year and make them available to the appropriate incoming committees.

2.3 The Treasurer shall:

2.3.1 Be responsible for the all the financial duties of the LTA as advised by the Executive.

2.3.2 Have prepared a review to be approved by the membership at the Fall Annual General Meeting.

2.3.3 Present a Statement of Accounts to the Executive upon request.

2.3.4 Be one of the signing officers of the LTA.

2.3.5 Collect, receive and bank all monies paid to the LTA and disburse same as directed by the Representative Assembly or General Assembly.

2.3.6 Prepare and present a budget for approval at the annual fall assembly

2.3.7 Provide guidance and oversight to all sub-committee meetings that involve changes to the budget.

2.4 The Councillors shall:

2.4.1 Have duties in accordance with the policies and bylaws of the STF and the Teachers' Federation Act.

2.4.2 Keep the membership informed on the work and activities of the STF.

2.4.3 Support the development and implementation of STF and LTA policies, bylaws, and constitutions.

2.4.4 Inform the STF executive and senior administrative staff about the needs and issues related to the members of the LTA.

2.6 The School Staff Liaison shall:

2.1.2 Attend all LTA Representative Assembly meetings. If the School Staff Liaison is unable to attend, a substitute representative from the same school must attend.

2.1.3 Provide monthly communication between their staff and the LTA Executive.

2.1.4 Act on behalf of all teachers in the school by communicating to the Executive views and concerns in such areas as teacher conditions, local activities and policies, STF activities and policies, board policies, negotiations, in service education, curriculum issues, and others.

2.1.5 Be prepared to conduct referenda and ratification votes.

2.1.6 Take leadership to stimulate active participation of teachers in all LTA activities.

2.1.7 Be authorized, if necessary, to sign and issue official tax receipts for LTA Membership Fees that are not reported on employer provided T4 form.

3. Committees

3.1 The Local Implementation and Negotiations Committees (LINC) shall:

3.1.1 Be responsible to the teachers of its jurisdiction.

- 3.1.2 Make studies of all factors relating to the employment of the teachers they represent and present their initial ideas to the Representative Assembly for their consideration.
- 3.1.3 Negotiate with the representatives of the Trustees of each school division, with the aim of securing fair and reasonable conditions of employment for teachers in each system.
- 3.1.4 Oppose the concept of unilateral decision making by trustees or their representatives on matters affecting the conditions of employment of teachers.
- 3.1.5 Ensure that their position reflects the opinions of the membership.
- 3.1.6 Present a tentative contract, between the teachers and their employing Board, to their members and arrange for a teacher ratification vote by secret ballot.
- 4.1.7 Consider individual staff results as privileged information and report only to the Executive when necessary. Results of any referendum or ratification vote shall only be reported as overall results unless deemed otherwise by the Executive.
- 4.1.8 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.
- 4.1.9 Hold such office until such time as a contract is ratified.

LINC Chair

- 4.1.10 Keep a history of the committee activities and submit this history of recommendations for future use to the Secretary at the conclusion of the term.
- 4.1.11 The Chairperson of the LINC Committee shall have the responsibilities to act as spokesperson for that LINC Committee to their membership, but not act as a spokesperson in the public arena.
- 4.1.12 The chairperson of each LINC Committee shall regularly report to the Executive and the Assembly concerning the progress of negotiations.

3.2 The Professional Learning Committee

- 3.2.1 The Professional Learning committee may co-ordinate and encourage Association activities designed to promote the professional growth of its members.
- 3.2.2 Identify teacher needs in professional development and direct requests to the proper channels.
- 3.2.3 Promote the teacher learning of LTA members through seminars, workshops, study groups, and Professional Development experiences of value to the teachers.
- 3.2.4 Encourage teachers to attend conferences which will be of professional benefit.
- 3.2.5 Administer the LTA Professional Development PD Grant.

3.3 The Communications Committee shall:

- 3.3.1 Promote the role of the LTA as the official organization representing all teachers in Lloydminster.
- 3.3.2 Be responsible for any publications authorized by the Executive.
- 3.3.3 Maintain external communications with the general public through such mediums as social media platforms, news releases, newspaper articles, participation in radio and television programming or paid advertisements. Such activities shall be sanctioned by the Executive before presentation to the public.

- 3.3.4 Ensure that teachers receive the adequate recognition for their services and contributions within the community.
- 3.3.5 Honour those teachers who have particularly distinguished themselves in the community and the profession.
- 3.3.6 Keep a history of the committee activities in the shared LTA files.

3.3 The Social Committee shall:

- 3.4.1 Present a tentative program of activities to the Executive for approval at the first Representative meeting.
- 3.4.2 Co-ordinate and/or sponsor all social activities at the Association level.
- 3.4.3 Levy and collect such sums of money as are necessary to cover expenses of all social activities approved by the Executive.
- 3.4.4 Arrange to honour all retiring teachers of the LTA.
Social Committee Chair
- 3.4.5 Following each social function, the chairperson's financial statement shall be presented to the Executive.
- 3.4.6 Keep a history of the committee activities in the shared LTA files.

Article 10: Operations

1. Fiscal Year

- 1.1 The Fiscal Year shall be from August 1 to July 31

2. Terms of Office

- 2.1 The terms of office of the members of the representative assembly shall be from August 1 to July 31

3. Procedure

- 3.1 Procedural matters not covered in the LTA Constitution shall be governed by Robert's Rules of Order.

4. Quorums

- 4.1 One-half of the membership of the Executive shall constitute a quorum for Executive Meetings.
- 4.2 The President or Vice-President and 10% of the Association membership shall constitute a quorum for Annual General Meetings.
- 4.3 The President or Vice-President and 50% of the Representative Assembly shall constitute a quorum for Representative Assembly Meetings.
- 4.4 One-half of the membership of any committee shall constitute a quorum for the respective committee meetings.

Article 11: Amendments to the Constitution

1. Amendments to the Constitution

- 1.1 A Constitutional review shall be completed every three years.

- 1.2 Proposals for changes to LTA Constitution will be reviewed at a meeting of the Representative Assembly.
- 1.3 A Notice of Motion will be circulated a minimum of 30 days before the Annual General Meeting at which the proposed constitution will be voted upon.
- 1.4 A vote of two-thirds of the membership and approval by the Provincial Executive is required to adopt the new constitution.

2. Amendments to the Policy

- 2.1 A Policy review shall be completed every three years.
- 2.2 Proposals for changes to LTA Policies will be reviewed at a meeting of the Representative Assembly.
- 2.3 A Notice of Motion will be circulated a minimum of 14 days before the Annual General Meeting at which the proposed policies will be voted upon.
- 2.4 A vote of one half of the membership is required to adopt the new policy.

Article 12: Dissolution of the LTA

1. Local Dissolution

- 1.1 The LTA may be dissolved by an 80% vote of its membership.
- 1.2 At least one month's notice will be given advising the membership of the intention to dissolve.
- 1.3 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.
- 1.4 Assets will be liquidated and distributed according to the percentage of members based on the members who pay LTA fees the year of the dissolution if the dissolution is to create separate Public and Catholic local associations.
- 1.5 In the event the local is dissolved for other reasons it shall be the Executive's responsibility to dispose of the asset

Lloydminster Teachers' Association Policy

Section 1: GENERAL AND OPERATIONS

1. Policy Changes in a Non Review Year

Teachers shall be given fourteen day notice of a LTA Policy change.

- 1.1. Any member wishing to alter or add to the existing policy must submit a written resolution to the executive.
- 1.2. Should the executive pass the resolution then they shall draft a written statement of the resolution (Notice of Motion) to be voted on at the next representative assembly.
- 1.3. The Notice of Motion will be circulated to all staff representatives for discussion with their respective staffs.
- 1.4. At the next General Meeting a Notice of Motion will be voted on and will need fifty percent approval to pass.

2. Use of LTA Funds

LTA funds should only be spent as follows:

- 2.1 Committee requirements as listed in the budget.
- 2.2 Substantiated expense for general needs.
- 2.3 Payment of honoraria.
- 2.4 To honour superannuates.
- 2.5 In special cases, the LTA may vote for allocation of money for projects intrinsically related to education.
- 2.6 To pay up to twenty percent of the President's annual salary for release time to carry out and perform the duties required for the enhancement of the LTA, its members, and to build strong relations with both Public and Separate School Boards.

3. LTA Fees

That there be a standard collection of association fees.

- 3.1 After consulting with all committees, the executive strikes a proposed budget which states the fee for that year for each teacher.
- 3.2 The teachers will be provided a receipt for the professional fee amount.
- 3.3 The fee shall be recovered at least in part, if not fully, by the Employment Insurance (E.I.) rebate which is requested to be forwarded directly from each employing board.

Section 2: Educational Welfare

1. Preparation Time

There should be a minimum of 10 percent preparation time per week for all teachers to complete all professional duties outside of direct instruction.

- 1.1 Preparation time should be defined as time within the school day as defined by the Education Act, where a teacher is not performing instructional tasks or involved in direct interaction with students.
- 1.2 Teachers shall be accountable to the principal for the appropriate use of preparation time.
- 1.3 A teacher may accept other duties, as assigned by the principal, during his preparation time in order to deal with emergency situations. Monetary or release time compensation shall be provided to that teacher.
- 1.4 Teachers employed on part-time basis or assigned only part-time instructional duties should have their preparation time prorated accordingly.
- 1.5 The Policy should not in any way discourage or prevent the allocation of extra preparation time to those teachers who, based on reasonable cause, require more than the normal preparation time.

2. Emergency Conditions

There should be a clear definition of board policy – regarding potential health and/or life threatening emergencies, which could endanger students and staff.

- 2.1 The safety of children and staff within the school jurisdiction should be the top priority.
- 2.2 Guidelines to improve safety during emergency conditions must be set up by the Board.
- 2.3 These guidelines should cover, but not be limited to, emergencies such as: bomb threats, no water supply, severe weather conditions, gas and/or chemical leakage, and heating failure.
- 2.4 These guidelines should be devised by the Board in consultation with all people concerned as well as other groups who have expertise in each emergency. ie. R.C.M.P., Fire department and government agencies.
- 2.5 These guidelines should be communicated to all educational stakeholders.

The guidelines should include:

- a. A definition of what constitutes various emergencies
- b. An outline of the plan of action for various emergencies as well as a clearly stated contingency plan.
- c. A clear definition as to how decisions will be made and by whom.

3. Occupational Health & Safety

- 3.1 Every school shall appoint an Administrator and one Teacher Member to the respective School Board's Occupational Health & Safety Committee in accordance with the respective provincial legislation in which the school resides.
- 3.2 The OH&S Committee shall include: a Superintendent, one Caretaker, one Bus Driver, one Support Staff, and an Administrator and one Teacher from each staff. The secretary shall send the names of the Committee Members to all teachers by the end of September.
- 3.3 This Committee shall meet four times in a school year as required by Saskatchewan legislation. Minutes of the meetings shall be kept and posted in the staff room of each school and a follow up must be completed.
- 3.4 In each school year the OH&S Committee shall complete at least one complete walk through each school and then post the results in staff room. The principal of each school shall see that deficiencies are being addressed within a month of the postings.

4. Professional Development

LTA believes that Professional Development is an integral part of a teacher's employment responsibilities and as such believes that all teachers must fully support and attend Professional Development activities which are organized and carried out during normal school hours.

- 4.1 The LTA shall encourage all members to participate in Professional Development.
- 4.2 Lloydminster Teachers' Association Professional Development activities organized and attended by both jurisdictions may be funded by the Lloydminster Teachers' Association.

5. Employee and Employer Collaboration

A collaborative problem solving process that engages teachers at the school level to identify and address issues that result in school division and school improvement which provides an opportunity for teachers to explore and problem solve specific or urgent topic(s) and jointly manage the components of ongoing change.

- 5.1 The Lloydminster Public School Division will engage through the mechanism of LPAC (Lloydminster Public Advisory Committee).
- 5.2 The Lloydminster Catholic Separate School Division will follow the process identified in AP 451.

Section 3: Public Relations

1. Public Statements

Public statements and press releases made by the LTA should reflect the reality of each jurisdiction and show the LTA in a good light.

- 1.1 Public statements shall be made only by the President in matters dealing with the LTA membership as a whole. As well, the President shall speak to all matters dealing with both Public and Separate LINC.
- 1.2 Public statements should not contradict the LTA and Public statements should be planned beforehand.

2. School Board Meetings

- 2.1 The Executive of the LTA shall be represented at meetings of both Public and Separate School Board meetings.

3. Board Policy

- 3.1 If the Boards of Education wish to change or introduce policy, the Boards shall notify the LTA Executive and give it two weeks to request a meeting to discuss policy.

Section 4: Recognition

1. Membership Recognition

To show that the teachers of the LTA appreciate and respect the efforts of their fellow members.

- 1.1 Members of the LTA who superannuate should receive recognition with a gift of \$150.00 or \$10 per year of service with the LTA, whichever is greater.
- 1.2 When a teacher dies in service, the Lloydminster Teachers' Association will send a donation of \$150.00 to a charity of the family's choice. Should none be named, the donation will be sent to the Sterling McDowell Foundation for Research in Teaching in the teacher's name.
- 1.3 Memorial tributes for friends & relatives of a teacher shall be sent by the respective staff.

2. Leadership Recognition

- 2.1 Those members of the Lloydminster Teachers' Association who serve as Vice-President, Treasurer, Secretary, and/or Councillor shall receive an honorarium for each role they hold equal to 1% of the top of class six as per the salary grid in the Provincial Collective Bargaining Agreement.
- 2.2 The President shall receive an honorarium equal to 4% of the top of class six as per the salary grid in the Provincial Collective Bargaining Agreement.
- 2.3 Those members who serve as, School Staff Liaisons, Standing Committee Chairpersons shall receive an honorarium equal to \$15 per Representative Assembly Meeting they are in attendance. This will be paid at the end of the school year.
- 2.4 Any Councillor attending Council on a Saturday or on a day off as determined by the school calendar will receive substitute cost for those days. This will be paid by the end of the month in which they attend.
- 2.5 One day shall be granted to each of the President, Vice-President, and the LTA Councillors to attend a common meeting for discussions regarding common issues and STF resolutions. This meeting should occur prior to Spring Council and before the LTA Representative Assembly Meeting designated to discuss resolutions.

Section 5: Social Functions

1. Social Functions

To clarify for the membership the scope of attendance at LTA social functions.

- 1.1 The LTA social functions are for the enjoyment of the LTA membership or LTA Superannuates.
- 1.2 The LTA June barbeque is for the enjoyment of the LTA membership, their immediate family members and LTA Superannuates.