

## AUTHORITY

STF Policy 2.7 Professional Growth Networks

## PURPOSE

To outline the establishment and operation parameters for a professional growth network (the “PGN”). The PGN shall support professional growth and lifelong learning of teachers through:

1. Networking, communications and other innovative professional growth opportunities.
2. Contributing to the improvement of teaching and learning through the sharing of promising practices and resources.
3. Engaging in research that contributes to the improvement of teaching and learning.
4. Celebrating the accomplishments of students, teachers and schools.

## ROLES AND RESPONSIBILITIES

The **STF Executive** establishes and dissolves PGNs and approves their bylaws. Amendments shall only be effective upon approval by the Executive.

The **Professional Growth Networks Advisory Committee** ensures PGNs meet their annual criteria for affiliation and grants, develops recommendations on behalf of PGNs for the STF Executive, and provides an annual report to the Executive.

The **Managing Director, Member Services** and designated staff are responsible for day-to-day administration, including Federation support and services for professional growth networks, support for governance oversight such as bylaw amendments, establishment and dissolution processes, financial monitoring and disbursement of funds.

### Basis for Establishment

A PGN may be established as set out in Federation policy:

1. In a subject field (e.g., mathematics), service area (e.g., school-based administration) or interdisciplinary group (e.g., middle years).
2. With at least 50 percent of the members being Federation members and with a professional interest in a specific field. Otherwise, membership shall be open to any person with a supportive interest in the specified field.

### Process for Establishment

Federation members interested in establishing a PGN should take the following steps:

1. Contact the Federation and indicate a desire to establish a PGN. A staff member will be assigned to advise the interested individuals.
2. Create a name and draft bylaws for the proposed PGN.

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3. Develop the purpose and objectives of the proposed PGN.
4. Solicit support. PGNs require a minimum of 50 members to indicate an interest in being a member of the network, with at least 50 percent of whom must be Federation members. However, the minimum requirement of 50 members may be waived if the PGN has a plan for sustainable operations.
5. Elect or appoint a PGN board of directors from members interested in forming the PGN. Federation members must comprise over 50 percent of the PGN board.
6. Develop a proposed budget for the upcoming fiscal year (July 1 to June 30).
7. Submit the above information with a letter of application to the Professional Growth Networks Advisory Committee. The Professional Growth Networks Advisory Committee will make a recommendation to the STF Executive for the establishment of the PGN. The Professional Growth Networks Advisory Committee meets at least three times per year typically in September, January and May.

In order for the PGN to be considered as an option for STF members to join in the fall, the application must be provided to the Federation by April 1.

If the application is approved, the PGN will be eligible for a basic grant. If the application is received for the May meeting of the Professional Growth Networks Advisory Committee and approved by the STF Executive in June, the PGN shall receive the basic grant in the fall. If the application is received after July 1, the basic grant shall be pro-rated to a partial year.

### **Process for Dissolution**

A PGN that no longer wants to be operational or affiliated with the Federation shall contact the Professional Growth Networks Advisory Committee in writing. The Professional Growth Networks Advisory Committee shall make a recommendation for dissolution to the STF Executive.

Federation staff shall work with the PGN to arrange the disbursement of any remaining funds according to the PGN's bylaws. In the event that no disbursement process is identified, any remaining funds shall be disbursed at the discretion of the STF Executive upon recommendation from the Professional Growth Networks Advisory Committee.

### **Governance**

1. Every PGN shall have written bylaws and shall make them available to its members and the Federation.
2. Bylaws shall include:
  - a) Interpretation
  - b) Name of Professional Growth Network
  - c) Affiliations
  - d) Representation
  - e) Statement of Purpose
  - f) Membership
  - g) Fees
  - h) Rules of Procedure

- i) Governance
  - j) Officers
  - k) Financial Matters
  - l) Elections
  - m) Removal From the Board
  - n) Amendments
  - o) Dissolution
3. Bylaws and any amendments shall only be effective upon the approval by the STF Executive.
  4. Every PGN shall have written policies and shall make them available to its members and the Federation.

### Representation

Section 36 of *The Teachers' Federation Act, 2006* establishes the STF Executive as the official voice of teachers when making representations to government ministries, departments and officials with respect to matters affecting the teaching profession or involving a change in educational policy.

However, it is recognized that PGNs may be in a position, because of their interest and expertise, to voice proposals for consideration in the formulation of Federation policy and in the conduct of Federation affairs.

Accordingly, a PGN is entitled to:

1. Make submissions, by arrangement and either orally or in writing, to the STF Executive or to any advisory committee of the Federation.
2. Submit resolutions to the Annual Meeting of Council, according to the procedures outlined in Federation policy.
3. Make representations to government-sponsored commissions, boards or committees who seek input from the education sector with prior approval of the STF Executive. These representations shall only occur if the PGN has at least 50 percent of their members who are Federation members and an executive comprised of over 50 percent Federation members.

As an affiliate of the Federation, a PGN must comply with provincial legislation regarding lobbyist activity. Therefore, PGNs must ensure compliance with Section 36 of *The Teachers' Federation Act, 2006* to avoid any legislated penalties.

### Affiliation

A PGN must meet certain criteria to remain affiliated and in good standing with the Federation. When any of the criteria are not met, a review of the PGN's affiliation shall be initiated. The criteria include evidence of:

1. Current membership list with a minimum of 50 members with at least 50 percent of whom must be Federation members. The minimum requirement of 50 members may be waived if the PGN has a plan for sustainable operations. Federation members must comprise over 50 percent of the PGN executive.
2. President's annual report.
3. Approved audited financial statement or review engagement report.
4. Proposed budget.

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5. Bylaw amendments that align with Federation policy.
6. Policies approved by the PGN.
7. Annual general meeting minutes.

### Affiliation Review


If a PGN is not meeting the criteria of affiliation, a review process shall take place using these guidelines:

1. The Managing Director, Member Services and the Professional Growth Networks Advisory Committee are notified by the administrative assistant.
2. Federation staff engages in a conversation with the PGN president to determine the following:
  - a) How many current members exist, both Federation and non-Federation?
  - b) When was the last annual general meeting?
  - c) When was the last basic grant received?
  - d) Is there a full PGN board?
  - e) What activities has the PGN been involved in during the last fiscal year?
  - f) Does the network attend Professional Growth Networks Day?
  - g) When were their bylaws last updated?
  - h) Is there a current website or social media presence?
  - i) Is a journal or newsletter produced on a regular basis?
3. A report is provided which includes:
  - a) Responses to the above questions.
  - b) Current president's annual report.
  - c) Current approved audited financial statement or review engagement report.
4. The Professional Growth Networks Advisory Committee considers the report and provides a recommendation. If the Professional Growth Networks Advisory Committee recommends that the PGN continue, Federation staff will advise the PGN. If the Professional Growth Networks Advisory Committee recommends that the PGN should consider dissolution, Federation staff will contact the PGN with the reasons for the decision and explain their opportunity to react or respond within six months. If the PGN does not react or respond within the six months, the Professional Growth Networks Advisory Committee will recommend the dissolution of the PGN to the STF Executive.

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## Operational Policy and Processes

### APPROVAL

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| Policy Code: MEM-Professional Growth Networks Establishment-2023 |  |
| Authority to Approve   | Executive Director   |
| Signature  |  |
| Approval Date  | July 22, 2021  |
| Owner  | Managing Director, Member Services   |
| Curator  | Managing Director, Member Services   |
| Recommended by   | Operational Policy Review Committee  |
| Version History  | 2015, 2019, 2021, 2023   |

### RELATED INFORMATION, POLICIES AND FORMS

#### Policies

- Operational Policy MEM-Professional Growth Networks Advisory Committee-2023
- Operational Policy MEM-Professional Growth Networks Grants-2023
- Executive Policy EXE-C-011 Official Representation

#### Processes

- Professional Growth Networks [Online Toolkit](#)