

Constitution of the Tri-West Teachers' Association
(revised May 05, 2008)

Article I - Name of Organization

The name of the Association shall be the Tri-West Teachers' Association (TTA).

Article II - Eligibility for Membership

MEMBERSHIP: Membership shall be open to the following:

- A. Regular Members
 - a. Members of the STF who are employed by the Living Sky School Division # 202, the Light of Christ Roman Catholic Separate School Division #16 and the Battlefords First Nations High School Joint Board of Education (Sakewew School), hereafter referred to as "the divisions", and who pay the annual local fees are eligible for membership.
- B. Associate Members (non-voting)
 - a. Substitute teachers active and resident in "the divisions".
 - b. Teachers on official leave of absence or educational leave from "the divisions".
- C. Honourary Members (non-voting)
 - a. Student teachers receiving training in "the divisions".
 - b. Membership may be open to teachers at band schools and superannuated teachers.
 - c. Others nominated, and approved by a majority, at a general meeting.

Responsibilities

- A. All members will work cooperatively with the Executive.
- B. Members will participate actively in Association affairs, working for the needs of the Association and respect those decisions made by elected representatives of the Association
- C. Honourary members may attend meetings of the Representative Council or the Executive and general meetings to observe and / or present information when requested, except in matters regarding bargaining.
- D. All members shall respect and support the Collective Interests of the Association.

Article III - Statement of Purpose

The Objectives of this Association shall be:

- A. To promote the cause of education in Saskatchewan and in particular the TTA.
- B. To promote the professionalism of the teachers in the TTA in "the divisions".
- C. To exert a maximum influence in educational affairs.
- D. To promote and safeguard the interests of teachers of the TTA and to secure conditions which will make possible the best professional service.
- E. To influence public opinion regarding all aspects of education.
- F. To cooperate with recognized organizations, individuals, and groups striving to further the cause of education.
- G. To assist in providing the best possible opportunities for education of students in "the divisions".

Article IV – Rules of Procedure

All meetings of the TTA Representative Assembly and the Executive shall be conducted in accordance with STF Council Procedures.

Article V – Affiliation

The TTA is affiliated with the Saskatchewan Teachers' Federation. The TTA constitution, bylaws and policies must be consistent with the STF legislation, bylaws and policies.

Article VI - Officers

Executive – the Executive shall consist of the following:

- President
- Past President
- Vice-President
- Secretary
- Treasurer
- Councillors

Representative Council – the Representative Council shall consist of the following members:

Members of the Executive

LINC Chairpersons

Regional Staff Liaisons (as per Appendix A)

Administrators' Council Representative from each division

Chairpersons of Standing Committees

- Professional Development Chairperson
- Convention Planning Chairperson
- Communications Committee Chairperson

Election and Appointment of Officers

Elections

The following elections shall be conducted at the annual general meeting:

- President – biennially
- Vice-President
- Councillors
- Living Sky School Division #202 Local Implementation and Negotiation Committee (LINC) members (10)
- Light of Christ Roman Catholic Separate School Division #16 Local Implementation and Negotiation Committee (LINC) members (8)
- Battlefords First Nations High School Joint Board of Education Local Implementation and Negotiation Committee (LINC) members (4)
- Professional Development Committee members (10)
- Communications Committee members (10)
- Convention Planning members (10)

Appointments

- The Secretary and the Treasurer shall be regular members appointed annually by the President and approved by the Executive.
- Each staff shall appoint, by the end of the first full week of classes at the beginning of the school year a Staff Liaison, a LINC contact, a Professional Development contact, and a Communications contact.
- Each Travel Region (as per Appendix A) shall appoint, by September 30th, one (1) Staff Liaison to act as the Regional Staff Liaison for the Representative Council.
- A councillor elected to the Provincial Executive of the STF shall be appointed as a councillor for the local association for the following school year.
- The Administrators' Councils shall appoint their representatives prior to June 10th.
- The Local Implementation and Negotiation Committees shall appoint chairpersons from their membership prior to June 10th.
- The Professional Development Committee shall appoint a chairperson from their membership prior to June 10th.
- The Communications Committee shall appoint a chairperson from their membership prior to June 10th.
- The Convention Planning Committee shall appoint a chairperson from their membership prior to June 10th, only in years when the Association hosts the annual convention.
- The President shall be advised of all appointments.

Election, Appointment and Vacancy Process

A. Elections

- a. All regular members are eligible to be nominated for elected positions.
- b. Nominations for elected positions shall be made on the prescribed form, or from the floor of the Annual General Meeting.
- c. Voting shall be by secret ballot.
- d. In the election of President, and Vice-President, the candidate receiving the most votes shall be declared elected.
- e. In the election for Councillors, the candidate from each of "the divisions" with the highest number of votes will be declared elected. For the remaining councillor positions, those candidates receiving the highest number of votes will be declared elected.
- f. In the election of LINC members, Professional Development Committee members, Communications Committee members, and Convention Planning Committee members, the required number of positions will be filled by the number of candidates with the most votes.
- g. In elections requiring a secret ballot, voters shall vote for the number of candidates required to fill all vacancies.

B. Appointments

- a. The President shall be appointed as a Councillor immediately following her/his election and prior to the election of the remainder of the Councillors.
- b. The Vice-President shall be appointed as a Councillor immediately following her/his election and prior to the election of the remainder of the Councillors.
- c. The Secretary and the Treasurer shall be appointed immediately following the election of the President.
- d. The Executive may appoint standing committees as the need arises.

C. Vacancies

- a. When an elected office becomes vacant after a duly held annual meeting, the Executive shall direct the Staff Liaisons to submit to the President or Designate the names of willing candidates for election.
- b. Balloting may done through a mailed ballot, or at a general meeting.
- c. Balloting shall be completed within one month of the call for nominations.
- d. Should any position still be vacant after a supplementary election the President may appoint another member to fill the position.

D. Term of Office

- a. The term of office of the President shall be two years and begin on July 01.
- b. The term of office for all other elected and appointed members shall be July 01 to June 30 of the following year.
- c. The President may be elected to no more than three (3) consecutive terms.

Removal From Office

- A. A member of the Executive may be removed from office for:
 - a. Subverting the goals of the organization
 - b. Behaving in a manner unbecoming of the profession
 - c. Failing to carry out the duties of the office
 - d. Inexcusable non-attendance
- B. To effect removal from the Executive the following steps are necessary:
 - a. A motion to consider officer removal at the Executive. Eighty percent (80%) support of the TTA Executive members is required.
 - b. Should a motion to remove be carried, the affected member shall be informed in writing by the President or designate.
 - c. An affirmation of this step by a motion of removal at the General Meeting. At least one vote in excess of 50% of the quorum of the Members at the General Meeting indicates a majority vote that is clear indication that the member is removed from office.
- C. The following conditions shall prevail in all such proceedings:
 - a. A notice of motion shall be presented at least three clear days ahead of the General Meeting to all concerned.
 - b. An opportunity shall be provided to the subject(s) representatives and to the mover of the motion to address both the Executive and General Meeting.
 - c. No motion of the Executive to remove from office shall stand for over thirty days without the calling of a General Meeting

Article VII – Duties

- A. President – The President shall:
 - a. Supervise, in general, the activities of the organization.
 - b. Preside over the meetings of the Association Executive.
 - c. Call all meetings of the Executive as necessary.
 - d. Preside over the meetings of the Representative Council.
 - e. Call all meetings of the Representative Council.
 - f. Be a member ex-officio of all committees.
 - g. Be a Councillor.
 - h. Call general meetings as deemed advisable.
 - i. Preside over all general meetings.
 - j. Appoint a Secretary and a Treasurer.
 - k. Act, with the Secretary and the Treasurer, as signing authority for the organization.
 - l. Submit to the Annual General Meeting, a written report of the activities of the organization since the last Annual General Meeting.
 - m. Provide leadership in all Executive functions.
 - n. Ensure that information regarding the function of the TTA and the STF are made available to each staff.
 - o. Promote the work of the Association through regular school visitations.
 - p. Maintain ongoing communication with the Directors and the Board chairpersons of “the divisions”.
 - q. Take a leadership role in ongoing communication and liaison with STF staff.
 - r. Coordinate the annual induction ceremony for members new to the STF.
 - s. Ensure that members of the Executive receive the necessary information and training for their positions.
 - t. Establish a permanent office to facilitate communication within and representation of the Association.

- B. Executive – the Executive shall:
- a. Receive, consider and act upon the views and requests presented to it by the members of the Association.
 - b. Establish effective liaison with, or representation to, the Division Boards so that teachers may aid in determining the education practice and objectives of the Boards.
 - c. Maintain an effective liaison with the STF Central Office.
 - d. Establish and maintain an effective channel of communications with the community.
 - e. Maintain a direct contact with the negotiating representatives, both at the local and provincial levels, and keep those representatives fully aware of the wishes of the teachers regarding all conditions of employment.
 - f. Establish and maintain an effective Professional Development program in accordance with the wishes of the teachers.
 - g. Maintain a constant liaison with the Directors of Education or duly appointed substitute.
 - h. Establish ad hoc and standing committees to study and recommend action on specific issues.
 - i. Administer the funds of the Association in accordance with the directions of the membership.
 - j. Deal with the resolutions and submit the resolutions to the STF or appropriate local body, depending on the content of the resolution.
 - k. Recommend the fees to be paid by each member and present the recommendation to the Representative Council for ratification.
 - l. Insure that each new teacher is informed about the TTA website.
 - m. Call the Annual General Meeting.
 - n. Appoint, for the Annual General Meeting, the following committees when required:
 - i. Nominations Committee.
 - ii. Resolutions Committee.
- C. Vice-President – The Vice-President shall:
- a. Assume the duties of the President in his/her absence.
 - b. Assist the President in her/his duties.
- D. Secretary – The Secretary shall:
- a. Keep accurate minutes of:
 - i. The Annual General Meeting.
 - ii. Executive meetings.
 - iii. Representative Council meetings.
 - iv. Special meetings of the members.
 - b. Carry out all correspondence of the organization and file any documents.
 - c. Act as custodian of the constitution, minutes and correspondence of the Association.
 - d. To notify members of the Representative Council and Executive of regular and special meetings.
 - e. Act, with the President and the Treasurer, as signing authority for the organization.
- E. Treasurer – The Treasurer shall:
- a. In consultation with the President prepare an annual budget to be presented at the first Executive Meeting and to be voted upon at the first Representative Council Meeting of the school year.
 - b. Keep an accurate, up-to-date record of receipts and expenditures.
 - c. Preserve receipts for expenditures to be submitted for inspection annually by auditors appointed by the Representative Council.
 - d. Prepare and present a monthly financial report to be reviewed at Representative Council meetings.
 - e. Prepare a financial statement to be presented at the Annual General Meeting.
 - f. Act, with the President and the Secretary, as signing authority for the organization.

- F. Councillors – The Councillors shall:
- a. Represent the TTA at meetings of the STF Council.
 - b. Report to the association of the activities of the provincial STF.
 - c. Prepare and present a report of the activities of the STF and of the local Councillors at the Annual General Meeting.
 - d. Attend staff meetings as requested to give advice in matters pertaining to the STF.
 - e. Represent the TTA at meetings of “the division” Board(s) when invited by the Board(s).
 - f. Act as ex-officio members of LINC.
 - g. Be available as a consultant to all members of the Association.
 - h. Act as scrutineers in the case of an election held to fill a vacancy.
- G. Regional Staff Liaisons – Regional Staff Liaisons shall:
- a. Attend all meetings of the Representative Council or make arrangements for an alternate from the Region to attend in his/her place.
 - b. Act on behalf of the staffs they represent in taking views and problems to the Representative Council
 - c. Ensure that the proceedings and decisions of the Representative Council are shared with all of the other members of the Region.
- H. Staff Liaisons – Staff Liaisons shall
- a. Act on behalf of the staffs they represent in ensuring that their views and problems are taken to the Representative Council.
 - b. Keep the teachers whom they represent fully informed on Association activities and on educational issues of concern to teachers. They should ensure that teachers meet as frequently as necessary for this purpose.
 - c. Arrange for regular time at staff meetings to report on STF matters.
 - d. Collect fees assessed at times other than at the regular time.
- I. Chairpersons of Committees – The Chairpersons of the Committees shall:
- a. Supervise the activities of the committee.
 - b. Call meetings of the committee as required.
 - c. Act as chair of all committee meetings.
 - d. Be prepared to make an oral report to the Representative Council when requested.
 - e. Prepare a written report of the committee to be presented at the Annual General Meeting.
 - f. Prepare and submit a budget and administer all funds where applicable.
 - g. Orient the incoming chairperson and attend at least one of the subsequent meetings.
- J. Local Implementation and Negotiation Committee – each LINC shall:
- a. Consist of the previously outlined number of elected members for each of “the divisions”.
 - b. Appoint a chairperson by June 10th who will attend Representative Council meetings.
 - c. Maintain a list of contacts for each school to be used to assist with the gathering and dissemination of information as required.
 - d. Attempt to determine the needs of the teachers of “the division” prior to commencing bargaining.
 - e. Negotiate a Local Agreement with “the division”.
 - f. Submit any changes to the Local Agreement to teachers of “the division” for a ratification vote.
- K. Professional Development Committee – the PD Committee shall:
- a. Consist of ten (10) elected members.
 - b. Appoint a chairperson who will attend all Representative Council meetings.
 - c. Organize and conduct in-service activities.
 - d. Establish and maintain an effective Professional Development program in accordance with the wishes of the teachers.
 - e. Maintain a list of contacts for each school to be used to assist with the gathering and dissemination of information as required.
 - f. Act in a liaison capacity with the provincial STF.
 - g. Act in a liaison capacity with the Division Boards.

- L. Communications Committee – the Communications Committee shall:
 - a. Consist of ten (10) elected members.
 - b. Provide information through the media to the public regarding events and goals of the Association.
 - c. Encourage communication among all schools.
 - d. Promote recognition of the STF, its members, and its organization.
 - e. Maintain a list of contacts for each school to be used to assist with the gathering and dissemination of information as required.
 - f. Act in liaison capacity with the Communications Coordinator or designate of “the divisions”.

- M. Convention Planning Committee – The Convention Planning Committee shall:
 - a. Consist of ten (10) elected members.
 - b. Appoint a chairperson who will attend all Representative Council meetings.
 - c. Report pertinent information to the Representative Council.
 - d. Present budget requests to the Treasurer prior to the end of the school year.
 - e. During years where the TTA does not host the convention:
 - i. Attend the planning meeting of the division that is hosting.
 - ii. Take responsibility for organizing a portion of the convention.
 - f. During years where the TTA hosts the convention:
 - i. Contact and meet with the divisions involved in the convention.
 - ii. Plan and conduct the convention.

- N. Nominations Committee – the Nominations Committees shall:
 - a. Recruit candidates to fill the slate of positions open for election at the Annual General Meeting.
 - b. Present the slate of recruited and willing candidates at the Annual General Meeting.
 - c. Accept nominations from the floor for any open positions.
 - d. Chair the elections portion of the Annual General Meeting.

- O. Resolutions Committee – the Resolutions Committee shall:
 - a. Receive resolutions from the members.
 - b. Provide information regarding the deadline for the submission of resolutions.
 - c. Outline the procedure for submission of resolutions.
 - d. Provide a list of all resolutions regarding constitutional amendments to Staff Liaisons at least one week prior to the Annual General Meeting.
 - e. Prepare the resolutions in written form.
 - f. Chair the resolutions portion of the Annual General Meeting.

Article VIII – Quorum

- A. Fifty (50) percent plus one (1) of the members of the Executive shall constitute a quorum for Executive meetings.
- B. Two-thirds of the members of the Representative Council shall constitute a quorum to conduct the business of the Representative Council.
- C. Fifty (50) percent plus one (1) of the membership shall constitute a quorum at a general meeting.

Article IX - Procedure to Amend Constitution

- A. Constitutional amendments shall be presented to the membership and voted upon by the membership at the Annual General Meeting.
- B. Amendments require a two-thirds majority vote of those present.
- C. Proposed amendments shall be presented in writing to the Executive at least thirty (30) days prior to the Annual General Meeting.
- D. Proposed amendments shall be circulated to all members through the Staff Liaisons at least one week prior to the Annual General Meeting.

Article X – Dissolution of the Tri-West Teachers' Association

- A. Dissolution of the TTA shall occur when there is no longer a need for this specific association.
- B. The General Membership shall determine by vote at a General Meeting the disposition of any assets remaining in TTA accounts after all obligations are paid.
- C. The General Membership shall determine by vote at a General Meeting the disposition of records and archival material possessed by the TTA.

Article XI – Other

- A. All TTA officers and Committee Chairpersons shall transfer all records under their keeping to their successors in office.
- B. For the purposes of this Constitution, the STF members working out of the School Board offices shall be considered as members of the Professional Region in the community to which they are assigned.
- C. All Committees shall have the authority to add to their number during the course of the year upon approval of the Executive.

Appendix A

The following breakdown, as outlined on the accompanying map, of the TTA shall be used to establish the travel zones to be used for selection of Regional Staff Liaisons for the Representative Council.

Zone 1:

- Macklin, Luseland, Kerrobert, Major

Zone 2:

- Unity, Wilkie, Cut Knife, Scott Colony, Lakeview Colony, Hillsvale Colony (including St. Peter's and St. George)

Zone 3:

- Hafford, Maymont

Zone 4:

- Heritage Christian, St. Vital, Battleford Central, Cando

Zones 5, 6, 7 – (3 Regional Staff Liaisons):

- North Battleford Comprehensive High, McKittrick, Connaught, Bready, Lawrence, Centennial Park, Phoenix, Manacowin, Holy Family, Notre Dame, Ecole Monseigneur Blaise Morand, St. Mary, John Paul II, Sakewew, Central Offices

Zone 8:

- Leoville, Spiritwood, Medstead (including Rivier), Meota, Meadow Lake Christian Academy

