

Holy Trinity Teachers' Association

Constitution

- **Approved by the HTTA Membership**
May 28, 2012

Holy Trinity Teachers' Association
Constitution

1. NAME

The name of this local association of the Saskatchewan Teachers' Federation (STF, Federation) shall be the Holy Trinity Teachers' Association (HTTA).

2. OBJECTIVES

- 2.1 To provide the atmosphere and leadership to enable our students to learn, grow, and develop as active members of the Catholic faith and Christian community.
- 2.2 To further the objectives of the Federation provincially and locally including to promote and support the professional interests and growth of the members of the HTTA and STF.
- 2.3 To uphold and maintain the Professional Code of Ethics, the Professional Code of Competence and the Code of Conduct Respecting the Collective Interests of teachers.
- 2.4 To act as the official body of the Holy Trinity teachers in communication and representation with the Holy Trinity Roman Catholic Separate School Division Board of Education (HTRCSSD) or any other group or individuals regarding matters of vital interest to teachers.
- 2.5 To secure conditions that will make possible the best professional service through just local agreements with the HTRCSSD Board of Education.
- 2.6 To influence public opinion regarding educational issues.
- 2.7 To provide advice, assistance, and support to members in their professional duties and relationships.
- 2.8 To ensure effective communications between HTTA members and the STF.
- 2.9 To provide the STF with such information as may be requested from time to time.

3. MEMBERSHIP

- 3.1 All certified teachers employed by the HTRCSSD Board of Education full time, part time, a fraction of time or as substitute teachers who are designated as or choose to be HTTA members are members of HTTA.
- 3.2 Superannuated teachers shall be considered non-fee paying honorary members.
- 3.3 Notwithstanding the above, the executive council may grant associate membership to individuals or groups of teachers and shall determine the obligations and terms of associate membership.

4. MEMBERSHIP FEES

- 4.1 HTTA members will pay fees as determined by members at the annual general meeting.
- 4.2 Membership fees will be deducted from the November paycheck or as negotiated by LINC.
- 4.3 Associate membership fees will be determined by the executive council.
- 4.4 Part-time membership fees will be prorated according to contract of employment.
- 4.5 If a member has a change in contractual status during the year, it is the member's obligation to communicate with HTTA to reconcile the difference in fees owed or paid prior to the end of the year.

5. ORGANIZATION

- 5.1 The governing bodies of the HTTA shall consist of the annual general meeting of all members and the executive council composed of table officers and school staff liaisons.
- 5.2 The executive council will name the table officers by June 6 of each school year for the following school year. No person shall hold more than two positions on the executive council.
- 5.3 Removal of an officer from the executive council may be carried out through a vote of 80% of the executive council and must be affirmed by a majority vote of a general meeting. Officers may be removed for serious offences such as subverting the goals of HTTA or the STF, behaving in a manner contrary to the Professional Codes, or failing to carry out the duties of office. The officer in question and the mover of the motion have an opportunity to provide information to the executive council and to the general meeting. Members must receive seven days notice that such a motion has been made.

- 5.4 The executive council of the HTTA shall consist of the following positions:

Table Officers:

President

Immediate Past President

Vice President

Secretary

Treasurer

Three STF Councillors: At least one from Moose Jaw, and at least one from Swift Current or Shaunavon.

Local Implementation and Negotiation Committee (LINC) Chairperson

Social Chairperson

Professional Development Chairperson

Convention Chairperson

Communications Chairperson

Social & Political Advocacy Chairperson

School Staff Liaisons:

One from each school in HTRCSSD and one from the STF members on staff at central office.

- 5.5 The Standing Committees of the HTTA shall be:

Local Implementation and Negotiations Committee (LINC)

Social Committee

Professional Development Committee

Convention Committee

Communications Committee

Social & Political Advocacy Committee

Nomination Committee

Constitution & Policy Committee

Resolutions Committee

Liaison Committee

Other Committees

6. DUTIES

- 6.1 It shall be the duty of the table officers to:
 - 6.1.1 Respond to emergencies if time constraints do not permit the calling of a meeting of the executive council.
 - 6.1.2 Carry on the day-to-day business of the association between meetings of the executive council.
 - 6.1.3 Make any representation that the HTTA wishes to make in compliance with Section 36 of *The Teachers' Federation Act, 2006*.
 - 6.1.4 Initiate appropriate action in the event of circumstances arising for which there is no provision in the existing constitution. This action shall be reported at the next executive council meeting.
- 6.2 It shall be the duty of the executive council to:
 - 6.2.1 Carry out the will of the HTTA by acting upon instructions from that body.
 - 6.2.2 Act as the authorized body to handle the business between the HTTA, the HTRCSSD Board of Education and/or the provincial STF.
 - 6.2.3 Appoint members to stand on ad hoc committees as deemed necessary.
 - 6.2.4 Elect or appoint when necessary, members to fill positions which become vacant during the school year.
 - 6.2.5 Administer the funds of the HTTA.
 - 6.2.6 To arrange, no later than November 1, for the collection of membership fees, as per the LINC agreement.
 - 6.2.7 Determine annually the goals of the HTTA.
 - 6.2.8 Act as liaison between the teachers and the senior administration of the HTRCSSD Board of Education.
 - 6.2.9 Determine the composition of the table officers.
 - 6.2.10 Act as a grievance committee of the HTTA.
 - 6.2.11 Prepare and review, as necessary, written policy statements of the HTTA.
 - 6.2.12 Approve the written budget presented by the president and treasurer.
- 6.3 It shall be the duty of the president to:
 - 6.3.1 Call and preside at all general, annual and executive council meetings.
 - 6.3.2 Be ex-officio member of all HTTA committees.
 - 6.3.3 Assume responsibility for the formation and progress of all HTTA standing committees.
 - 6.3.4 Ensure that each school has a school staff liaison.
 - 6.3.5 Determine, in consultation with the executive, the yearly schedule of the HTTA meetings.
 - 6.3.6 Call a minimum of two executive council meetings during the year.
 - 6.3.7 Cooperate with the school staff liaisons, school administrators and Director of Education, to provide each new-to-the-system teacher with a package containing the following:
 - i. HTTA Constitution
 - ii. School Policy handbook

- iii. Most recent local and provincial agreements
 - iv. Names of the HTTA Executive Council members
- 6.3.8 Organize an induction ceremony and welcome new teachers to the STF and to HTTA.
- 6.3.9 Serve as one of the teacher members on the Liaison Committee and initiate liaison meetings twice annually.
- 6.3.10 Submit a report at the annual meeting.
- 6.3.11 The HTTA president is encouraged to also be a councillor. In the event that the president declines to serve as a councillor, then the president is encouraged to attend STF Fall and Spring Councils. When attending, related expenses are to be paid by the HTTA at the current provincial rate.
- 6.3.12 Submit, in conjunction with the treasurer, a written budget to be presented at the budget meeting of the executive council for all expenses that may be incurred that year.
- 6.3.13 At the start of the new school year, inquire as to who among those assigned to work at the HTRCSSD Board of Education office is a member of the STF. Once receiving this information, the president will then designate one school staff liaison to be responsible for communication with those members.
- 6.3.14 Notify the presidents of all relevant local associations, if at the annual general meeting, a decision is made to change which convention teachers attend.
- 6.3.15 Establish the first set of standing committee meetings before September 30.
- 6.3.16 Be the official spokesperson of the HTTA.
- 6.4 It shall be the duty of the Immediate Past President to:
 - 6.4.1 Serve on the Constitution & Policy committee.
 - 6.4.2 Assist in the orientation of the new executive council.
 - 6.4.3 Serve a one year term.
- 6.5 It shall be the duty of the vice-president to:
 - 6.5.1 Act as chairperson in the absence of the president.
 - 6.5.2 Chair the Constitution & Policy committee.
 - 6.5.3 Serve as a liaison between the HTTA and the substitute teachers.
 - 6.5.4 The vice-president shall name the nominating committee for the election of officers at the annual general meeting. This shall be done in April of each year.
- 6.6 It shall be the duty of the secretary to:
 - 6.6.1 Keep the minutes of all association, general, executive council, and table officer meetings.
 - 6.6.2 Conduct all correspondence for the HTTA.
 - 6.6.3 Keep copies of the constitution with all the STF Executive approved amendments thereto and provide all members with a copy of the constitution whenever it is updated and the updates are approved by the STF executive.
 - 6.6.4 Inform the STF office in Saskatoon of the names of the incoming executive and send a copy of the constitution revision no later than June 15 each year.
 - 6.6.5 Send the names and e-mail addresses of the school staff liaisons, standing

committees and chairpersons to the STF in Saskatoon no later than June 6 each year.

6.6.6 Notify the executive council members of all meetings.

6.6.7 Issue copies of the minutes to all the executive council members.

6.6.8 Notify each staff of the results of the annual elections.

6.6.9 Receive proposed changes to the constitution forty-five days prior to the annual general meeting and make them available to all schools at least thirty days prior to the annual general meeting.

6.6.10 Notify the members of the annual general meeting thirty days prior to the date.

6.7 It shall be the duty of the treasurer to:

6.7.1 Keep a record of all money received and disbursed by the HTTA and make all authorized payments.

6.7.2 Prepare a financial report and present it at the annual general meeting.

6.7.3 Arrange for a year-end review of the HTTA financial records.

6.7.4 Provide a financial report at each HTTA executive council meeting.

6.7.5 Contact the secretary-treasurer of the HTRCSSD Board of Education each year to confirm that authorization for automatic deduction is in place in September.

6.7.6 Contact the secretary-treasurer of the HTRCSSD Board of Education no later than November 1 regarding the local teachers' association fees that have been set for that year.

6.7.7 Send a form letter to all teachers on leave so that they know what the HTTA fees are.

6.7.8 Disperse funds on the direction of the executive council.

6.7.9 Submit, in conjunction with the president, a written budget which is to be presented at the budget meeting of the executive council.

6.8 It shall be the duty of the councillors to:

6.8.1 Carry out the policies and bylaws of the STF.

6.8.2 Submit to the general meetings of the HTTA reports of the work of the Federation.

6.8.3 Divide the schools in the association among themselves for communication purposes.

6.8.4 Offer advice and guidance to a teacher or teachers requiring assistance in their professional duties or relationships.

6.8.5 Communicate with and provide support to designated staffs.

6.8.6 Act on Council as a representative of the HTTA.

6.8.7 Sit on the Resolutions Committee.

6.8.8 Maintain liaison with provincial supports when assisting teachers.

6.9 It shall be the duty of the Local Implementation Negotiation Committee (LINC) chairperson to:

6.9.1 Be a member of the HTTA executive council.

6.9.2 Conduct a route selection vote with the executive council each year before September 15. The vote results must be sent to the Education Relations Board, the STF and the HTRCSSD Board of Education care of the Director of Education. It

must be sent by registered mail. This is done regardless of a negotiation year or not.

6.9.3 Maintain communication between the membership, the executive council of the HTTA and the STF.

6.9.4 Call meetings as necessary.

6.9.5 Coordinate the LIN Committee.

6.10 It shall be the duty of the standing committee chairpersons to be responsible:

6.10.1 For calling meetings of the respective committees.

6.10.2 To be a member of the executive council.

6.10.3 Submit and present a report at the annual general meeting.

6.10.4 Report to the executive council regarding business of their committee.

6.11 It shall be the duty of the school staff liaisons to:

6.11.1 Attend executive council meetings.

6.11.2 Inform their staffs on all matters pertaining to the HTTA and STF.

6.11.3 Help teachers find support for specific concerns.

6.11.4 Invite teachers to serve on committees.

6.11.5 Convey the wishes and concerns of each staff to the executive council.

6.12 The Local Implementation and Negotiation Committee (LINC) shall:

6.12.1 Bargain collectively for a local agreement according to the provisions of *The Education Act, 1995*.

6.12.2.i. Consist of at least seven members, with one representative from each school if possible.

ii. Out of these members, the negotiation team shall consist of one representative from Shaunavon, one from Swift Current, one from Vanier, and two elementary representatives from Moose Jaw. The president and the LINC chairperson will be members of the negotiation team.

6.12.3 Strategically plan for the negotiations.

6.12.4 Access opportunities for development of the members of LINC.

6.12.5 Seek the appropriate information from the provincial organization prior to September 5 with respect to procedures for opening local bargaining.

6.12.6 Submit a tentative agreement to the membership and arrange for a ratification vote by all members.

6.12.7 Be responsible for seeing that the terms of the local agreement and provincial collective agreements are adhered to by both the HTRCSSD Board of Education and its representatives and teachers.

6.13 The Social Committee shall:

6.13.1 Consist of a minimum of 3 people with representation from each area.

6.13.2 Be responsible for providing the event to honor the superannuates.

6.13.3 Be financially self-sufficient.

6.14 The Professional Development Committee shall:

6.14.1 Consist of at least nine members, with one representative from each school if possible.

- 6.14.2 Plan and organize selected professional development activities based upon needs and requests.
- 6.14.3 Plan other activities as assigned by the executive council of the HTTA.
- 6.15 The Convention Committee shall:
 - 6.15.1 Consist of a minimum of three people with representation from each area.
 - 6.15.2 Plan and coordinate a convention.
 - 6.15.3 Provide an updated report of the convention status to the executive council.
- 6.16 The Communications Committee shall:
 - 6.16.1 Consist of a minimum of three people with representation from each area.
 - 6.16.2 Establish and maintain communications with the local media.
 - 6.16.3 Develop and maintain a method of communication with members that would contain information pertaining to the HTTA.
- 6.17 The Social & Political Advocacy Committee shall:
 - 6.17.1 Consist of a minimum of three people with representation from each area.
 - 6.17.2 Address issues of a social and political nature that impact education.
 - 6.17.3 Develop policy that articulates the values and beliefs of the HTTA on social and political issues.
 - 6.17.4 Advise the executive council of issues of interest and issues needing attention.
- 6.18 The Nominating Committee shall:
 - 6.18.1 Consist of a minimum of three people, with representation from each area. The vice-president shall name the nominating committee. This shall be done in April of each year.
 - 6.18.2 Prepare and present a slate of offices and candidates for election at the annual general meeting.
 - 6.18.3 Appoint one of the committee members as Elections Officer.
- 6.19 The Constitution and Policy Committee shall:
 - 6.19.1 Consist of three members including the vice-president, immediate past president, and one other HTTA member to be appointed by the executive council. In a year where there is no immediate past president, the executive council will appoint an additional HTTA member to the committee.
 - 6.19.2 Review annually, the HTTA constitution, policy and procedures, and recommend changes to the executive council. Should the executive council or members suggest changes, the committee shall review these as well.
 - 6.19.3 Develop new policy and procedure as directed by the executive council that articulates the values and beliefs of the HTTA with respect to educational issues.
 - 6.19.4 Submit amendments to the constitution to the membership and to the STF Executive for approval.
 - 6.19.5 Revise the constitution and incorporate all amendments approved by the membership at an annual general meeting and approved by the STF Executive.
- 6.20 The Resolutions Committee shall:
 - 6.20.1 Consist of the councillors.
 - 6.20.2 Encourage HTTA members to submit resolutions that address teacher concerns

locally and provincially.

6.20.3 Assist in the formulation of resolutions in a format consistent with section 2.1.3(4) of the STF statement of policy and bylaws.

6.20.3 Present all resolutions to the executive council for distribution to the schools and approval by members.

6.20.4 Present accepted resolutions to the STF prior to the resolutions deadline.

6.21 The Liaison Committee shall:

6.21.1 Consist of the president, vice-president, and the councillors.

6.21.2 Meet with the Director and /or HTRCSSD administration at least twice per year. The first contact shall be initiated by the president prior to November 1, so that if a meeting is necessary then it will be arranged to occur during the month of November. The second contact will be initiated by the president at a date that falls within the remainder of the school year.

7. MEETINGS

7.1 Procedures

7.1.1 Meetings shall be conducted in accordance with Roberts Rules of Order.

7.1.2 Quorum of a meeting shall be all those present.

7.1.3 Motions shall be passed by a simple majority.

7.1.4 Notices of motion shall be passed by two-thirds majority.

7.1.5 Voting shall be by a show of hands.

7.1.6 Voting may be by secret ballot upon request of one member, one executive member, or at the discretion of the president.

7.2 Executive Council Meetings

7.2.1 All members of the HTTA are eligible to attend executive meetings.

7.2.2 Only members of the HTTA executive council shall have voting privileges at executive council meetings.

7.2.3 The executive council must hold at least two regular meetings each school year.

7.2.4 The first executive council meeting shall be held no later than October 15.

7.3 General Meetings

7.3.1 General meetings may be called at the discretion of the president.

7.3.2 General meetings shall be called by the president upon written request signed by twenty-five members in good standing. Any such request shall include a stated purpose. This meeting shall be held within fifteen days of the receipt of that request.

7.4 Annual General Meeting

7.4.1 The association shall hold an annual general meeting in May. The exact date shall be determined by the president and executive council.

7.4.2 Notification of the aforementioned meeting shall be provided to all members at least thirty days prior to the meeting.

7.4.3 The business of the annual general meeting shall be:

i. Election of president, vice- president, and councillors.

a. Three councillors, plus two substitute councillors, shall be nominated by members present at the annual general meeting. The representation of councillors shall be at least one from Moose Jaw and at least one from Swift Current or Shaunavon. Substitute councillors shall attend STF Council and perform such other duties as required of councillors in the event that a councillor is unavailable to perform these duties.

ii. Appoint a secretary and treasurer.

iii. Fill positions of the standing committee chairpersons.

iv. President's report

v. Committee reports

vi. Financial:

a. Receive and adopt the audited financial report;

b. Determine the auditors for the coming fiscal year;

c. Determine the HTTA fee recommended by the executive council;

d. Determine any reimbursement or payment to members for work conducted on behalf of the HTTA.

vii. Convention

8. AMENDMENTS

8.1 Constitution Amendments

8.1.1 Any amendments to the constitution may be proposed by any member of the HTTA by written notice of motion no less than forty-five days prior to the annual meeting.

8.1.2 The constitution committee will receive proposed changes to the constitution forty-five days prior to the annual general meeting. The secretary will make them available to all schools at least thirty days prior to the annual general meeting.

8.1.3 The proposed changes shall be voted upon at the annual general meeting. A two-thirds majority is needed to pass any changes.

8.1.4 The amended constitution shall be submitted to the STF Executive for approval.

8.2 Policy Amendments

8.2.1 The proposed changes to policy shall be voted upon at the annual general meeting and passed by a simple majority.

9. FINANCIAL

9.1 The fiscal year of the HTTA shall end on June 30.

9.2 The review of the HTTA financial situation will be made available to any member upon request.

9.3 Signing officers shall be any two of the president, treasurer and a third party to be named by the executive council. In the event that the president and treasurer are not in the same community, then there is to be a third party to be named by the executive council in each of the two communities.

- 9.4 Honoraria will be determined as per Holy Trinity Teachers' Association Policy.
- 9.5 Expense reimbursements will be determined as per Holy Trinity Teachers' Association Policy.
- 9.6 Salary costs will be determined as per Holy Trinity Teachers' Association Policy.

10. DISSOLUTION OF THE HTTA

- 10.1 The HTTA may be dissolved by a vote of the membership in attendance at a general meeting.
- 10.2 In the event of dissolution, the executive council shall recommend to the membership the disposition of any assets and any records and archival material possessed by the HTTA.

Holy Trinity Teachers' Association Policy and Procedure

1. HONORARIA

- 1.1 The HTTA will purchase two days release time from the HTRCSSD Board of Education for each of the councillors. These days shall be taken during the fiscal year in which the members serve as councillor. If, in the event that the councillor is not able to take these days, then they will receive one day of substitute pay for each day that they cannot take. Substitute costs will be paid by HTTA.
- 1.2 The HTTA will purchase five days release time from the HTRCSSD Board of Education for the president. These days shall be taken during the fiscal year in which the member serves as president. If, in the event that the president is not able to take these days, then the president will receive one day of substitute pay for each day that the president cannot take. Substitute costs will be paid by the HTTA.

2. EXPENSES

- 2.1 The HTTA will subsidize childcare at \$5.00 an hour to enable work or representation on behalf of the HTTA.
- 2.2 The HTTA will pay actual and reasonable costs for meals and accommodation to enable work or representation on behalf of the HTTA. Shared accommodation is encouraged.
- 2.3 Mileage rates will be reimbursed according to the current rates of the STF. Shared travel is encouraged.

3. SALARY COSTS

- 3.1 The president of the HTTA is granted up to four days of paid leave during a year term to be used for work required by the HTTA. Before being taken, the executive council shall be made aware of these days.
- 3.2 The entire executive council of the HTTA is granted up to five days of paid leave during a year term, to be distributed as needed among its members, for work required by the HTTA. The cost of this leave shall be incurred by the HTTA. Before being taken, the days are to be approved by the HTTA executive council.

