

# Constitution of Horizon Teachers' Association

## Article 1: Name

The Association shall be known as the Horizon Teachers' Association (hereafter referred to as the Association) and shall operate as a local association as defined by the bylaws of the Saskatchewan Teachers' Federation (hereafter referred to as the Federation).

## Article 2: Membership

The members of this Association are:

1. Members of the Saskatchewan Teachers' Federation employed by the Horizon School Division No. 205.
2. Substitute teachers who have substituted in Horizon School Division No. 205, and who have become a member of this Association for the current school year under STF bylaw.

Teachers at First Nations schools and superannuated teachers may become associate members. Associate members do not have voting privileges.

## Article 3: Purposes

The purpose of the Association is to:

1. Further the objectives of the Federation provincially and locally.
2. Support the professional growth of members.
3. Bargain collectively on behalf of members for a local collective bargaining agreement subject to the local bargaining provisions of *The Education Act, 1995*.
4. Ensure effective communications between members and the Federation.
5. Ensure effective representation of members in Federation affairs.

## Article 4: Fees

1. The Association may levy a fee to support the work of the Association.
2. Any fee must be approved through a vote at a meeting that is open to all members at a general assembly.
3. Payment of fees will be administered as determined by the Executive.
4. Every member is obligated to pay any fee that is duly levied and failure to pay such fees shall be considered a matter contrary to the collective interests of teachers.
5. All fees will be prorated based on contract.
6. Associate membership fees and fees for substitute teachers shall be determined by the Executive.

## Article 5: Rules of Procedure

The Association shall be governed in all its meetings by *Robert's Rules of Order* in all cases to which they are applicable, and in which they are not inconsistent with the Constitution of this Association.

## Article 6: Affiliation

The Association is affiliated with the Federation. The Constitution, bylaws and policies of the Association must be consistent with the legislation, bylaws and policies of the Federation.

## Article 7: Organization of Governance

The governing bodies of the Association will consist of the following:

- a) General Assembly
- b) Executive

### 1. General Assembly

- 7.1.1 The General Assembly shall consist of all members of the Association.
- 7.1.2 Each member has a professional obligation to be involved in and have knowledge of the Association and the Federation.
- 7.1.3 The General Assembly shall meet a minimum of one time per school year.
- 7.1.4 A special meeting of the General Assembly may be called, if warranted, by the President and/or designate.
- 7.1.5 The Executive shall set the agenda for the meeting.
- 7.1.6 Items not on the agenda and requested from the floor may be tabled until the next General Assembly or Executive Meeting.
- 7.1.7 Quorum shall be 50 percent plus one of those members attending and voting.
- 7.1.8 Each member must be in attendance at the meeting in order to vote.
- 7.1.9 A majority vote is required to approve motions. In the event of a tie, the President will cast the deciding vote.
- 7.1.10 Responsibilities of the General Assembly include:
  - 7.1.10.1 Electing officers by secret ballot as per the Constitution and policies of the Association.
  - 7.1.10.2 Approving the annual budget and related fees.
  - 7.1.10.3 Receiving financial records of the Association.
  - 7.1.10.4 Approving reviewed financial records of the Association.

### 2. Executive

- 7.2.1 The Executive shall consist of:
  - a) President
  - b) Vice-President
  - c) Secretary
  - d) Treasurer
  - e) STF councillors
  - f) Members-at-Large
  - g) Chairperson or designate from each standing committee
  - h) Past President
- 7.2.2 Serves as the official voice of the Association.
- 7.2.3 Arranges for the effective operation of the Association, the provision of services to members and the appointment of members to ad hoc committees.
- 7.2.4 Decisions of the Executive are in accordance with the Constitution, policies, budget and direction established by the General Assembly.
- 7.2.5 The term of the Executive shall be from July 1 to June 30. All terms, except for the President shall be for one year.
- 7.2.6 The Executive shall meet a minimum of five times per school year.
- 7.2.7 Quorum shall be two-thirds of the Executive membership.
- 7.2.8 Responsibilities of the Executive include but are limited to:
  - 7.2.8.1 Approving all appointments to ad hoc committees.

- 7.2.8.2 Extending, as applicable, voting privileges to committee members attending an Executive meeting.
- 7.2.8.3 Approving policies of the Association.
- 7.2.8.4 Financial oversight for the Association.
- 7.2.8.5 Reporting to the membership the activities of the Executive.
- 7.2.8.6 Approving the auditor based on a recommendation from the Treasurer.

## Article 8: Committees

- 1. Ad Hoc Committees
  - 8.1.1 May be established at the discretion of the Executive.
  - 8.1.2 The purpose and terms of reference will be assigned by the Executive.
  - 8.1.3 The term of service will be determined by the Executive.
- 2. Standing Committees
  - 8.2.1 Convention Committee
    - 8.2.1.1 Shall consist of up to eight members, including the Association Treasurer.
    - 8.2.1.2 Members will serve for a one-year term.
    - 8.2.1.3 Plans and administers the Convention.
    - 8.2.1.4 Serves to extend professionalism within the Association.
    - 8.2.1.5 Works with the central office to coordinate professional development for the school division.
    - 8.2.1.6 Distinguishes between professional development, which addresses teachers' personal and professional goals and interests, and in-service, which supports the implementation of curricula, programs or services.
  - 8.2.2 Liaison Committee
    - 8.2.2.1 Shall consist of the President and three Executive Association members and representatives from the school division.
    - 8.2.2.2 Association members shall serve a one-year term.
    - 8.2.2.3 Provides a forum for communication between members and the Board of Education, and the Division Leadership Team.
    - 8.2.2.4 Association representatives promote the interests of the Association as determined by the Executive and/or General Assembly.
    - 8.2.2.5 Establishes Terms of Reference in collaboration with all parties of the Liaison Committee. Discusses with the Board of Education items that are not covered within the LINC Agreement.
  - 8.2.3 Local Implementation and Negotiation Committee (LINC)
    - 8.2.3.1 Will consist of a minimum of four members to a maximum of eight members, including the Association President.
    - 8.2.3.2 Members will serve for a one-year term.
    - 8.2.3.3 Shall serve as a liaison with the Board of Education in dealing with matters of school division policy.
    - 8.2.3.4 Shall negotiate on behalf of the membership a contract with the employing Board of Education with the aim of securing fair and reasonable conditions of employment.
    - 8.2.3.5 Shall bargain collectively with the Board of Education according to *The Education Act, 1995* and the bylaws and policies of the Federation.

- 8.2.3.6 Shall request ideas for the bargaining proposals from school staffs as well as feedback to suggestions from LINC.
- 8.2.3.7 The proposed asking package shall be presented to the membership for approval or amendment. In the case of interest-based bargaining, no asking package is required.
- 8.2.3.8 Prior to signing an agreement, the LINC shall submit the tentative agreement to the membership for a vote by secret ballot.
- 8.2.3.9 Has the responsibility to ensure implementation of both the local and provincial collective bargaining agreements

## Article 9: Officers and Officials

1. President
  - 9.1.1 Shall serve a two-year term, beginning July 1.
  - 9.1.2 Will be an ex-officio member of all Association committees.
  - 9.1.3 Shall coordinate all activities of the Executive.
  - 9.1.4 Shall serve as a liaison with the Federation.
  - 9.1.5 Shall serve as a signing officer.
  - 9.1.6 Shall be a joint custodian of all Association records with the Secretary.
  - 9.1.7 Shall be a joint custodian of all Association funds with the Treasurer.
  - 9.1.8 Shall serve as an STF councillor.
  - 9.1.9 Shall review the Constitution of the Association and recommend amendments as needed.
  - 9.1.10 Shall be responsible in collaboration with the Executive for all communications.
2. Vice-President
  - 9.2.1 Shall assist the President.
  - 9.2.2 Shall chair meetings of the General Assembly.
  - 9.2.3 Shall serve as a signing officer.
  - 9.2.4 Shall assume the office and duties of the President in the President's absence or inability to perform duties of President.
  - 9.2.5 If the Vice-President is running for office, the Executive will appoint an independent Chief Electoral Officer. The Vice-President may serve on the Nominations Committee.
3. Secretary
  - 9.3.1 Shall keep records of decisions.
  - 9.3.2 Shall be a joint custodian of all Association records with the President.
4. Treasurer
  - 9.4.1 Shall be a joint custodian of all Association funds with the President.
  - 9.4.2 Shall serve as a signing officer.
  - 9.4.3 Shall develop a proposed budget in consultation with the Executive.
  - 9.4.4 Shall provide financial reports to the Executive and the General Assembly.
  - 9.4.5 Shall ensure financial records are reviewed by an external appointee of the Executive.
5. STF Councillors
  - 9.5.1 Shall represent the Association at Federation Council meetings by fulfilling the roles and responsibilities defined in Federation bylaws.
  - 9.5.2 Shall advocate for teachers at meetings with stakeholders.
  - 9.5.3 Shall support members' access to Federation programs, services and supports.
  - 9.5.4 Shall provide a report to the General Assembly.

- 9.5.5 Shall provide support to a specific group of schools.
- 6. Members-at-Large
  - 9.6.1 Up to four Association members will serve as members-at-large.
  - 9.6.2 May attend Executive meetings.
  - 9.6.3 Shall be assigned duties by the Executive.
- 7. Chairperson or Designate From Each Committee
  - 9.7.1 Shall provide a report to the Executive from the committee.
  - 9.7.2 Shall serve as liaison between the Executive and the committee.
  - 9.7.3 Shall serve as liaison between the Federation and the committee.
  - 9.7.4 Shall call and conduct meetings for the committee as necessary.
- 8. Past President
  - 9.8.1 Shall serve in an advisory role to the new President and the Executive for one year.
- 9. School Staff Liaison
  - 9.9.1 Each school elects/selects a school staff liaison prior to September 1 each year.
  - 9.9.2 Shall serve as a liaison between teachers and the Association.
  - 9.9.3 Shall serve as a liaison between teachers and the Federation.
  - 9.9.4 Shall gather and distribute information to members as requested by the Association and/or Federation.
  - 9.9.5 Shall guide members to the resources, services and supports provided by the Association and/or Federation.

## **Article 10: Financial Matters**

- 1. Fiscal Management
  - 10.1.1 Expenses will be paid by the Executive in accordance with this policy.
  - 10.1.2 A bank account will be established at a financial institution approved by the Executive.
  - 10.1.3 Signing authority will be granted to the President, Vice-President and Treasurer. Two signatures are required for all payments.
  - 10.1.4 The budget year will run from July 1 to June 30.
  - 10.1.5 An independent individual will conduct an audit or review engagement report annually. The report will be presented to the Executive and approved by the General Assembly.
- 2. Honoraria
  - 10.2.1 An honorarium, as determined by the Executive, shall be paid to the President, Vice-President, Secretary, Treasurer, STF councillors and chairpersons of active committees and members-at-large.
- 3. Gifts
  - 10.3.1 Each superannuate shall receive a payment for an amount determined within the budget.
- 4. Release Time
  - 10.4.1 The Association will provide funding for release time for Association Executive members as determined by the LINC Agreement, policy or guidelines of the Association.

## **Article 11: Election, Vacancies and Removal From Office**

1. Election to Office
  - 11.1.1 The candidate who receives the most ballots shall be declared elected.
  - 11.1.2 The positions of President, Vice-President, Treasurer, Secretary and councillors will be elected by the membership by secret ballot. The vote will be held prior to July 1.
  - 11.1.3 The Chief Electoral Officer will post the closing date for nominations at least three weeks prior to the election.
  - 11.1.4 The Chief Electoral Officer 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.
  - 11.1.5 Collection and counting of ballots shall be organized by the chief electoral officer.
  - 11.1.6 In the event of a tie in an election, an additional vote between the candidates who are tied shall be conducted.
2. Vacancies
  - 11.2.1 In the event the office of President becomes vacant, this office shall be assumed by the Vice-President until the next election.
  - 11.2.2 In the event a councillor position becomes vacant, a substitute councillor may be appointed by the President until an election is held.
  - 11.2.3 Any other officer leaving during his/her term of office will be replaced using the following procedure:
    - 11.2.3.1 The Executive will call for nominations.
    - 11.2.3.2 Upon closure of nominations, the Executive will appoint a replacement officer.
  - 11.2.4 In the event that positions on ad hoc committees become vacant, these shall be filled by appointment by the Executive.
  - 11.2.5 School staff liaison vacancies shall be filled immediately by the election of a new representative by the staff concerned.
3. Removal From Office
  - 11.3.1 A motion to remove a duly elected or appointed officer shall only be considered and conducted under the following conditions:
    - 11.3.1.1 The conduct of the officer has resulted in such negative effect so as to impede the work of the Association and/or Federation.
    - 11.3.1.2 The officer acts in a manner that is inconsistent with the roles and responsibilities outlined in the Constitution and policy.
    - 11.3.1.3 The officer behaves in a manner contrary to the codes and standards of the profession.
  - 11.3.2 Removal from office shall be considered in accordance with the following provisions:
    - 11.3.2.1 A motion to recommend removal of an officer must be approved by two-thirds of the Executive as a whole, excluding the officer being considered for removal.
    - 11.3.2.2 The motion to remove an Executive officer must be presented to the General Assembly and approved by not less than two-thirds of members present and voting.
    - 11.3.2.3 The notice of the meeting shall state the consideration of a motion to remove an officer.
    - 11.3.2.4 The officer whose conduct is in question shall be given notice of the motion not less than 48 hours in advance of a meeting in which the motion is to be considered.

11.3.2.5 The officer shall have the right to address the General Assembly and/or the Executive prior to the vote.

### **Article 12: Constitutional Amendments**

1. Notice of motion for amending shall be served to all members not less than two weeks prior to the Annual General Assembly.
2. The Constitution may be amended by two-thirds of the members present and voting at the Annual General Assembly.
3. The Constitution shall come into effect upon approval by the STF Executive.

### **Article 13: Dissolution**

1. The Association may be dissolved by a vote of the membership.
2. At the time of dissolution, the Executive will determine the disposition of any assets, records and archival material.