

Constitution of the South East Cornerstone Teachers' Association Local  
Of the  
Saskatchewan Teachers' Federation

June 2012

SECTA  
South East Cornerstone Teachers' Association

## **Article 1: Name and Structure**

- 1.1 The organization shall be known as South East Cornerstone Teachers' Association (SECTA). The SECTA shall have three Professional Regions. The boundaries for each Professional Regional shall be coterminous with the regional boundaries internal to the South East Cornerstone School Division #209 (SECSO #209) as designated by the South East Cornerstone Board of Education.
- 1.2 The Constitution of the SECTA, detailing the structure, procedures and duties, and policies of the SECTA, shall consist of the following documents:
  - 1.2.1 The SECTA Constitution, referred to hereafter as the Constitution.
  - 1.2.2 The Procedures and Duties Appendix to the Constitution. The SECTA Policy Statements referred to hereafter as Policy Statements.

## **Article 2: Membership**

- 2.1 The members of this local association are:
  - 2.1.1 Members of the Saskatchewan Teachers' Federation (STF) employed by the SECSO #209.
  - 2.1.2 Substitute teachers who have substituted in the SECSO #209 or an independent school within the boundaries of the SECSO #209 and have become a member of SECTA for the current school year under STF Bylaw 5.3.3.
- 2.2 Teachers on paid or unpaid leave and employed by the SECSO #209 continue to have voting privileges.
- 2.3 Substitute Teacher members shall have voting privileges on days in which they are employed as a Substitute Teacher.
- 2.4 The Executive may grant Associate Membership to an individual.
- 2.5 The SECTA Executive may grant Associate Membership to teachers employed by any independent school or Band school within the boundaries of the SECSO #209. Associate Members do not have voting privileges.
- 2.6 SECTA Members at a General Meeting on the recommendation of the Executive may grant superannuated teachers honorary membership.

- 2.7 Effective June 30, 2006 all related former Teacher Association Constitutions (Estevan Teachers' Association, Weyburn Teachers' Association, South Central Teachers' Association, Moosomin School Division Branch of S.T.F., Prairie View Teachers' Association, Souris Moose Mountain Teachers' Association) will become null and void.

### **Article 3: Purposes**

- 3.1 Promote and safeguard the professional and economic interests of SECTA Members.
- 3.2 Positively influence public opinion regarding public education.
- 3.3 Secure and promote conditions that will make possible the best educational service.
- 3.4 Promote a professional spirit among SECTA Members.
- 3.5 To promote social activities and good fellowship among SECTA members.
- 3.6 Encourage a close association and cooperation between the SECTA and the Saskatchewan Teachers' Federation.
- 3.7 Encourage a close association and cooperation between the SECTA and the South East Cornerstone School Division Board of Education.
- 3.8 Encourage a close relationship with other local associations, in particular the Holy Family Teachers' Association.

### **Article 4: Fees**

- 4.1 Every Member is obligated to pay to SECTA any fee that is duly levied.
- 4.2 The SECTA Executive will recommend the annual membership fee to the spring General Meeting. Approval of the majority of Members in attendance at the General Meeting is required to approve the fee.
- 4.3 Membership fees for teachers on a part-time contract will be prorated according to the ratio of the percentage of the contract of employment in comparison to the school year.
- 4.4 The SECTA Executive shall determine the fee for an Associate Membership.

- 4.5 The SECTA Executive shall determine the fee for a Substitute Teacher Member.
- 4.6 SECTA fees shall be waived for teachers on paid or unpaid leave.
- 4.7 Membership fees for teachers on temporary contract who are hired after the month of October will have their fee deducted in two equal installments. Half the fee will be deducted from their first month's salary and half the fee will be deducted from their second month's salary.
- 4.8 Membership fees for Substitute Teachers will have their fee deducted from their first month's salary following their Membership into SECTA.
- 4.9 Membership fees for Associate Members shall be collected by the Treasurer of SECTA.

#### **Article 5: Rules of Procedure**

All meetings of the local association shall be conducted in accordance with STF Council Procedures.

#### **Article 6: Affiliation**

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

#### **Article 7: Organization**

##### **7.1 General Meeting**

- 7.1.1 The President shall call a minimum of two General Meetings per school year in which all SECTA Members are encouraged to participate.
- 7.1.2 The SECTA Executive may call a special General Meeting of the Membership through a majority vote of the Executive.
- 7.1.3 Any Member in good standing may submit a written request to the SECTA Executive requesting a special General Meeting. The written request must contain the reason for the request and a requested date of the special General Meeting. If the request is denied by the SECTA Executive, the Member may petition the General Membership and upon receiving ten percent of the Members may submit the petition to the SECTA Executive. Upon

receiving the petition, the SECTA Executive must call a special General Meeting.

- 7.1.4 At the General Meetings, Members will: approve fees and annual budgets, appoint an auditor, approve audited financial statements, approve proposed amendments to the constitution, elect local SECTA officers, approve the honoraria for SECTA officers, hear reports from the Executive and Councillors and attend to any other business referred to it by the Executive.
- 7.1.5 Fifteen percent of SECTA Members shall constitute a quorum for a General Meeting.

## 7.2 SECTA Executive

- 7.2.1 The SECTA Executive will consist of the following positions:
  - a) President
  - b) Past President
  - c) Vice-President
  - d) Councillors
  - e) Professional Region Representatives
  - f) LINC Chairperson
  - g) Convention Chairperson
  - h) Secretary
  - i) Treasurer
  - j) Scholarship Committee Member
  - k) Nominations Committee Member
  - l) Communications Committee Member
  - m) Constitution Committee Member
  - n) Resolutions Committee Member
  - o) Any other Standing Committee member deemed necessary by the Executive
- 7.2.2 The Executive shall:
  - a) Have the responsibility to see that the Standing Committees as stated in Article 8 are formed, and to appoint other committees as deemed necessary.
  - b) Arrange time and place of SECTA meetings.
  - c) Organize and conduct all matters pertaining to the SECTA, subject to limitations specified by this Constitution and STF policies and bylaws.
  - d) Propose a SECTA fee that is guided by the Budget.
  - e) Comprise the Budget Committee and present the annual audited statement to the General Meeting.
  - f) Attend all regularly called meetings. If a member of the Executive is unable to attend an upcoming Executive meeting, the member shall indicate the absence or a possible absence to the President.

- 7.2.3 The Executive shall appoint the Secretary and Treasurer.
    - a) The Secretary and Treasurer are non-voting positions on the Executive.
  - 7.2.4 The SECTA Executive must meet a minimum of four times per school year.
  - 7.2.5 Fifty percent of the SECTA Executive shall constitute a quorum for an Executive meeting.
- 7.3 Councillors
- 7.3.1 Councillors shall be elected by Professional Region.
  - 7.3.2 Each professional region shall have at least two Councillors.
  - 7.3.3 Should the number of Councillors not be equally divisibly by the number of professional regions then the SECTA Executive shall determine the Regions of election for Councillor.
  - 7.3.4 Professional regions that incorporate the cities of Weyburn and Estevan shall ensure that at least one urban and one rural Councillor be selected to represent the region.

## **Article 8: Other Committees**

- 8.1 Standing Committees
- 8.1.1 The Nomination Committee shall:
    - a) Prepare and present the required slate of officers for the Executive, and the slate of officers of the Convention Committee to an SECTA General Meeting according to the provisions of Article 7 of this Constitution.
    - b) Conduct elections according to the provisions of Article 9.3 of this Constitution.
    - c) Conduct by-elections in any Professional Region where a member of the Executive has resigned a position before the completion of the term.
  - 8.2.2 The Communications Committee shall:
    - a) Establish and maintain contacts with local media.
    - b) Develop projects and an informational program to positively influence public opinion regarding public education.
    - c) Act as a communications advisor to the President.
    - d) Develop newsletters for Members as the need arises, or as directed by the President.
  - 8.2.3 The Constitution Committee shall:
    - a) Meet with the Executive when it reviews the Constitution.

- b) Incorporate all approved amendments into a new Constitution, and circulate copies of the amended Constitution to all SECTA Representatives, Committee members, Executive members, school staffs, to other SECTA Members upon request, and to other individuals or organizations as authorized by the Executive.
  - c) Ensure that a current copy of the Constitution is filed regularly with and approved by the STF.
- 8.2.4 The Resolutions Committee shall:
- a) Encourage SECTA Members to submit resolutions which address teacher concerns locally and provincially.
  - b) Assist in the formulation of resolutions.
  - c) Prepare copies of resolutions for distribution.
  - d) Present all resolutions at the Convention or at other General Meetings of the SECTA. The Chairperson of the Resolutions Committee shall preside over the debate.
  - e) Present the accepted resolutions to the appropriate agencies.
- 8.2.5 The Local Implementation and Negotiation Committee (LINC) shall:
- a) Bargain collectively for a local agreement according to the provisions of *The Education Act, 1995*.
  - b) Negotiate arrangements for the payment of membership fees to SECTA.
  - c) Report on developments in the negotiation processes to the Executive of the SECTA on a regular basis through the Chairperson of the Negotiation Team.
  - d) Ask the President to convene a meeting of all SECTA Members in order to effectively involve them in the negotiation process.
  - e) Hold a vote of Members to affirm matters to be bargained.
  - f) Hold a vote of Members to ratify a proposed Agreement.
- 8.2.6 The Convention Committee shall:
- a) Organize and conduct all matters pertaining to the SECTA Annual Convention.
  - b) Have the authority to appoint such sub-committees as it deems necessary.
  - c) Have the authority to defray all expenses incurred in conducting the business of the Convention.
  - d) Set a proposed budget for the Convention.
  - e) Present a progress report to the SECTA Executive when requested to do so.
- 8.2.7 The Superannuation Committee shall:
- a) Contact the employing school board each year to obtain a list of superannuating teachers.
  - b) Select and book an appropriate facility for the Superannuation Banquet.
  - c) Organize the Superannuation Banquet which shall be held the second Friday in June annually.

- d) Arrange a gift to be presented to each superannuate on behalf of the SECTA.
  - e) Send invitations to superannuates and guests.
  - f) Contact the STF with the list of superannuates.
- 8.2.8 The Scholarship Committee shall:
- a) Send, to each secondary school within the SECSO #209, the application form for the SECTA scholarship
  - b) Select the recipient of the SECTA scholarship.
  - c) Notify the Communications Committee and the Executive of the name of the recipient and the primary reasons why the recipient was selected.
- 8.2.9 The Professional Development Committee shall:
- a) Develop in consultation with Members and the Executive, a list of professional development needs for the Members.
  - b) Contact the SECSO #209 each year to communicate the list of needs.
  - c) Support the work on the Convention Committee.

## 8.2 Operating Procedures

- 8.2.1 Every standing committee will appoint their Chairperson at the first meeting of each school year.
- 8.2.2 Every standing committee will designate one Councillor as Executive Liaison
- 8.2.3 The Chairperson of each committee shall call a minimum of one meeting per school year.
- 8.2.4 Each Professional Region will appoint one person to sit on each operating SECTA standing committee
- 8.2.5 The term of office for all standing committees, with the exception of LINC, will be one school year.

## **Article 9: Responsibilities of Local Association Officers and Officials**

### 9.1 Responsibilities of the Executive

- 9.1.1 The President shall:
  - a) Preside at all meetings of the SECTA Executive and the General Meeting.
  - b) Take general supervision of all work pertaining thereto.
  - c) Automatically, upon election, become one of the Councillors representing the SECTA Members.
- 9.1.2 The Vice-President shall:
  - a) Assume the duties of the President in the President's absence.
  - b) Assume further duties as assigned by the President.



- c) Assume the duties of President and Councillor to the end of the term when the President resigns or is removed during that term of office.
- 9.1.3 The Secretary shall:
- a) Keep the minutes of all SECTA General Meetings and Executive meetings.
  - b) Conduct all correspondence for the SECTA.
  - c) Be responsible for keeping copies of the Constitution with all amendments thereto.
  - d) Be responsible for notifying the Members of all General Meetings.
  - e) In September, distribute to each member of the Executive, the names of SECTA officers and committee members.
  - f) In June, send to the STF the names of SECTA officers and committee chairs.
- 9.1.4 The Treasurer shall:
- a) Receive, collect and bank all monies and securities of the SECTA and disburse the same as directed by motion of the Executive or General Meeting.
  - b) With the President, act as joint trustee of all funds.
  - c) Act as Chairperson of the Budget Committee.
  - d) Issue receipts prior to February 15 of each year to all Members for fees paid.
- 9.1.5 The Councillors shall:
- a) Keep the Members informed on all matters relative to the STF.
  - b) Be an Executive Liaison with at least one standing committee.
- 9.1.6 Region Representatives shall:
- a) Bring forward to the Executives interests that pertain particularly to that Region.
  - b) Assist STF Staff Liaisons in maintaining effective communication between the Members represented and the SECTA Executive.
  - c) As authorized or sanctioned by the Executive, serve as a direct link to the Board of Education on matters specific to that Region.
  - d) Act as a member of the Nominations Committee.
  - e) Ensure that there is one representative from the Professional Region they represent on every standing committee.
- 9.1.7 LINC Chairperson shall:
- a) Maintain regular contact with the SECTA Executive and the STF.
  - b) Maintain relationships with school division officials involved in collective bargaining.
  - c) Assist members in dealing with grievances related to the local collective agreement.

9.1.8 Committee Chairs shall:

- a) Organize and preside over Committee meetings.
- b) Recruit, mentor, and support Committee members.
- c) Facilitate the review of Committee plans, programs, and goals.
- d) Facilitate training and research related to the Committee's mandate.
- e) Liaise between the Committee and SECTA, the SECSO #209 and the STF.
- f) Prepare required reports or documents on behalf of the Committee.

9.2 Responsibilities of STF School Liaison. The STF School Liaison shall:

- a) Arrange for the implementation of SECTA policy regarding action to be taken in the case of ailing or bereaved members of their staffs.
- b) Co-operate with all Standing Committees.
- c) Act on behalf of all Members in a school.
- d) Communicate Members' views to the Professional Region Representative.
- e) Inform Members of SECTA and STF activities.
- f) Be knowledgeable about the Constitution and enter into discussion with Members regarding any necessary changes.
- g) Be prepared to hear grievances pertaining STF matters, and pass them on to the appropriate personnel including but not limited to: Principal, Councillor, SECTA President, LINC Chairperson, STF, and other appropriate services or resources.
- h) Welcome Members new to their staff and inform them about the SECTA.
- i) Assist the Nomination Committee by suggesting Members for various offices.
- j) Supervise the voting conducted in schools.

9.3 Elections

9.3.1 Terms of Office

- a) The President, Vice-President, Councillors and members of LINC shall be elected for a two-year term. The term of office shall be from July 1 following their election to June 30 two years following their election.
- b) The Past-President shall serve a one year term for the year immediately following the conclusion of duties as President.
- c) The terms of office for all other members of the Executive will be from the beginning of the school year to the beginning of the following school year.

- 9.3.2 The elected members of the SECTA Executive shall be elected in the following manner:
- a) Each nomination form for a Member seeking office must be signed by at least two other Members of the SECTA.
  - b) The Nomination Committee in conjunction with the Executive shall set the date nominations will be called. The date nominations are called must be a minimum of three weeks prior to the SECTA General Meeting attending to the election of President and Vice-President. The SECTA General Meeting attending to elections of President and Vice-President must occur prior to May 31st.
  - c) The nominations deadline shall be 10 a.m. of the day of the SECTA General Meeting attending to the election of President and Vice-President.
  - d) At the General Meeting, nominations will be open from the floor for any position that needs to be filled.
  - e) The Nomination Committee shall be responsible for distributing and collecting nomination forms and ballots.
  - f) All elections shall be carried out by secret ballot.
  - g) The person receiving the majority of the votes cast shall be declared elected.
  - h) When the SECTA President resigns effective mid-term, the Vice-President shall serve in such capacity to the end of the term. The Vice-President, as President, therefore also assumes the office of Councillor. However, when the Vice-President is already a Councillor, a by-election shall take place in the Professional Region of the new President.
  - i) Where a Vice-President is unable to complete the term, The SECTA Executive will choose a Councillor to fulfill the duties of such office for the remainder of the school year. The Councillor shall retain Councillor status. If the resignation occurs in the first year of the two-year term, Members will elect a Vice-President to complete the second year of the two year term at the General Meeting when the annual election occurs.
  - j) Where a Secretary or Treasurer is unable to complete the term, the Executive shall make an appointment to such office for the remainder of the term.
  - k) Where a Professional Region Representative is unable to complete the term, the SECTA President, in consultation with the Councillors from that Professional Region, will select one Councillor from that Region to serve as the Regional Representative to the end of the term.
  - l) All SECTA Members are eligible to vote for the positions of President and Vice-President.
  - m) Each SECTA Professional Region will elect their Councillors, a regional representative, LINC representative, Convention

representative, Communications representative and a PD representative. SECTA Members may vote only in the Professional Region to which they are assigned. If any Member is employed in two or more Professional Regions, then the Member may select one Professional Region in which the Member may vote.

## **Article 10: Local Collective Bargaining**

- 10.1 The Local Implementation and Negotiating Committee (LINC) shall negotiate collective agreements with the employers of SECTA Members in accordance with *The Education Act, 1995* by:
  - 10.1.1 Developing bargaining proposals with input from Members.
  - 10.1.2 Ratifying the asking package by conducting a vote of all SECTA Members
  - 10.1.3 Planning and conducting negotiations.
  - 10.1.4 Arranging for the ratification of tentative local agreements through a vote of all Members of the locals
  - 10.1.5 Liaising with the STF and other LINC's on matters related to bargaining.
  - 10.1.6 Monitoring the implementation of local and provincial collective agreements.
- 10.2 The LINC will select a Chairperson at the first meeting following the election.
- 10.3 Should a LINC Member resign during the Member's term, the President shall call an election to replace the Member for the remainder of the term.
- 10.4 Local Agreement Ratification
  - 10.4.1 The contract must be approved by a majority vote of all voting SECTA Members.
  - 10.4.2 Notwithstanding 10.4.1, the initial contract must be approved by a majority vote of the Members in each and every one of the 11 pre-established LINC agreements.

## **Article 11: Financial Matters**

- 11.1 Honoraria
  - 11.1.1 At the end of the school year honoraria shall be paid to SECTA officers for services performed on behalf of the South East Cornerstone Teachers' Association. Each honorarium must be approved by the SECTA Membership at the General Meeting.
  - 11.1.2 The amount of the honoraria and to whom it shall be paid shall be set at the General Meeting when the budget is approved.

- 11.2 Expenses will be determined as per SECTA policy approved at a General Meeting.
- 11.3 Each year, the SECTA General Meeting will appoint an external auditor to audit the SECTA financial statement.
- 11.4 The SECTA fiscal year shall be from July 1 to June 30 of the following year.

**Article 12: Election to and Removal from Executive Office**

- 12.1 The Nomination Committee shall prepare a ballot for the election of any officer in which the Members may vote.
  - 12.2 The Nomination Committee shall prepare a ballot for every Professional Region, for the election of any officers in which only the members of any one Professional Region may vote.
  - 12.3 The Chair of the Nomination Committee is responsible for conducting the elections.
  - 12.4 The Chair of the Nomination Committee will inform the Members of the results at the earliest convenient date.
  - 12.5 If a Councillor is unable to attend a Council meeting, then the Councillor must contact the President. The President will forward the name of a duly elected substitute for that Councillor to the President and STF prior to the start of Council.
  - 12.6 Removal from Office
    - 12.6.1 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
    - 12.6.2 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 SECTA Executive members.
      - b) 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.
- 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 13: Constitutional Amendments**

- 13.1 Proposed amendments shall be made in writing, signed and handed to the Constitution Committee.
- 13.2 The proposed amendments must be received by the Constitution Committee a minimum of two weeks prior to any SECTA meeting.
- 13.3 The Constitution Committee shall serve notice of motion at the first General Meeting after receiving amendments.
- 13.4 A vote shall be taken on the amendments at the next General Meeting.
- 13.5 Amendments shall be carried by a two-thirds (2/3) majority of all Members present and voting.
- 13.6 Such amendments shall extend to all sections of the Constitution which are affected by such an amendment.

### **Article 14: Dissolution of South East Cornerstone Teachers' Association**

- 14.1 Dissolution of the SECTA shall occur when there is no longer a need for this specific association.
- 14.2 The General Membership shall determine by vote at a General Meeting the disposition of any assets remaining in SECTA accounts after all obligations are paid.

### **Article 15: Joint Endeavors**

- 15.1 The SECTA or any school individually may participate in joint endeavours with other teacher associations regarding;
  - 15.1.1 Communications
  - 15.1.2 Public Relations
  - 15.1.3 LINC
  - 15.1.4 Other
- 15.2 The SECTA Executive must approve a joint endeavour and its funding.

**Article 16: Other**

- 16.1 All SECTA officers and Committee Chairpersons shall transfer all records under their keeping to their successors in office.
- 16.2 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.
- 16.3 All Committees shall have the authority to add to their number during the course of the year upon approval of the Executive.