

# **Constitution of the Tri-West Teachers' Association**

(Revised Fall 2019)

## **Article 1: Name**

The organization shall be the Tri-West Teachers' Association (the "Association") and shall operate as a local association as defined by the bylaws and policies of the Saskatchewan Teachers' Federation (the "Federation"). The Association shall ensure that its Constitution and policies are consistent with the legislation, bylaws and policies of the Federation.

## **Article 2: Membership**

The members of this local association are:

### **2.1 Regular Members**

- 2.1.1 Individuals 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," are members of the Association.
- 2.1.2 Substitute teachers employed by one or more of "the Divisions" shall be members of the Association.
- 2.1.3 Each substitute teacher shall, no later than September 30 of each school year, designate the Association of which the teacher will be a member, and notify the President of that Association. That designation shall be for an Association in which the teacher substitutes and shall remain in effect for that school year. If no declaration is made, the substitute teacher shall be deemed a member of the Association of the school division in which the substitute teacher first teaches in that school year.
- 2.1.4 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.

### **2.2 Associate Members**

- 2.2.1 Associate membership may be open to superannuated teachers, LEADS members, teachers in First Nations schools and others who possess a valid Saskatchewan teacher's certificate.
- 2.2.2 Associate membership entitles the member to receive publications of the Association and to participate in programs and benefits that have been designated as open by local policies; however, they are not granted voting or speaking privileges.

### **2.3 Honorary Members**

- 2.3.1 Student teachers receiving training in "the Divisions."

2.3.2 Others nominated, and approved by a majority, at a General Meeting.

2.3.3 Honorary members have the same rights and privileges as associate members.

**2.4 RESPONSIBILITIES: Members will strive to uphold the following:**

2.4.1 All members will work cooperatively with the Executive.

2.4.2 Members will participate actively in Association affairs, working for the needs of the Association, and shall respect those decisions made by elected representatives of the Association.

2.4.3 All members shall respect and support the collective interests of the Association.

**Article 3: Purpose**

**3.1 It is the purpose of local associations to:**

- (1) Further the objectives of the Saskatchewan Teachers' 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.

3.2 The local association will not make any representation to the provincial government or any member, branch or agency thereof without the explicit approval of the STF Executive of the Federation

**Article 4: Fees**

**4.1 The Association may levy a fee to support the work of the Association.**

4.1.1 Annually, the fee proposal shall be distributed to all members through the School Staff Liaisons (SSLs) as set by the Executive at the last Executive meeting of the school year.

4.1.2 Fees shall be ratified by all members in attendance at the AGM.

**4.2 Every member is obligated to pay to the Association any fee that is duly levied and failure to pay such fee shall be considered a matter contrary to the collective interests of teachers.**

**4.3 Fee Schedule**

4.3.1 All teachers pay full fees with the following exceptions:

- (1) The fees for part-time teachers teaching fewer than ten (10) percent of the number of days in a school year shall be pro-rated on the percentage taught.
- (2) The fee for a teacher who receives salary for ten (10) percent or more of the number of school days in a school year and fewer than forty-five (45) percent of the days in a school year shall be one-half of the annual fee.
- (3) Members on approved leaves of absence from the Divisions are not required to pay a fee.
- (4) Substitute teachers in the Divisions are not required to pay a fee.

#### **4.4 Payment or Refund of Fees**

- 4.4.1 As per the Local Collective Bargaining Agreement, fees are to be deducted by each Central Office of the Divisions and paid to the Association.

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

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

### **Article 7: Organization of Governance**

The governing bodies of the Association consist of the following:

#### **7.1 Annual General Meeting of Members**

- 7.1.1 There shall be one Annual General Meeting of the Association.
- 7.1.2 The President may use his/her authority to call additional General Meetings of members as circumstances warrant.
- 7.1.3 At the Annual General Meeting members will:
  - (1) Elect or appoint Executive members, LINC members and Standing Committee members.
  - (2) Approve a summary financial statement as presented by the Treasurer of the Association.
  - (3) Approve the membership fee.
  - (4) Review reports from standing committees as well as an annual summary report from the President.
  - (5) Debate and approve any resolutions that amend the Constitution.
- 7.1.4 Quorum for the Annual General Meeting of Members will be 50 percent plus one of the total Association members present.
- 7.1.5 Honorary members may attend the Annual General Meeting to observe and/or present information when requested, except in matters regarding bargaining.

#### **7.2 Representative Council**

- 7.2.1 Members of the Representative Council shall be:
- (1) All members of the Executive.
  - (2) Local and SSLs in the Divisions.
  - (3) Chairpersons of Standing Committees.
- 7.2.2 There may be up to five (5) Representative Council meetings per year. The President may use her/his authority to either call additional meetings or postpone meetings based on the amount of business on the agenda or weather and road conditions.
- 7.2.3 At a Representative Council meeting members will:
- (1) Review the minutes of the previous Representative Council meeting.
  - (2) Approve a monthly financial summary as presented by the Treasurer of the Association.
  - (3) Review reports from Standing Committees as well as a monthly report from the President.
  - (4) Undertake the adoption of policies that guide the Association.
  - (5) Undertake the establishment of ad hoc committees when needed, and set the terms of reference and the appointment procedure for said committees.
  - (6) Approve policies of the Association.
- 7.2.4 Quorum for a Representative Council Meeting will be 50 percent plus one of the members present.
- 7.2.5 Honorary members may attend a Representative Council meeting to observe and/or present information when requested, except in matters regarding bargaining.

### **7.3 Executive**

- 7.3.1 Members of the Executive shall be:
- (1) President
  - (2) Vice-President
  - (3) Secretary
  - (4) Treasurer
  - (5) STF Councillors
  - (6) LINC Chairpersons for each one of "the Divisions" (3)
  - (7) Past-President (If filled)
- 7.3.2 There may be up to five (5) Executive meetings per year. The President may use his/her authority to either call additional meetings or postpone meetings based on the amount of business on the agenda or weather and road conditions.
- 7.3.3 The Executive shall:
- (1) Receive, consider and act upon the views and requests presented to it by the members of the Association.
  - (2) 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.
  - (3) Maintain an effective liaison with the STF.
  - (4) Establish and maintain an effective channel of communications with the community.

- (5) 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.
- (6) Establish and maintain an effective Professional Development program in accordance with the wishes of the teachers.
- (7) Maintain a constant liaison with the Directors of Education or the duly appointed substitute.
- (8) Work with SSLs to understand their role as a communication link between the STF and the school.
- (9) Establish ad hoc and standing committees to study and recommend action on specific issues.
- (10) Administer the funds of the Association in accordance with the directions of the membership.
- (11) Coordinate the resolution process and submit the resolutions to the STF or appropriate local body, depending on the content of the resolution.
- (12) Recommend the fees to be paid by each member and present the recommendation to the Representative Council for ratification.
- (13) Organize and conduct in-service activities.
- (14) Ensure that each new teacher is informed about the Association website.
- (15) Recruit candidates to fill the slate of positions open for election
- (16) Call the Annual General Meeting.

7.3.3 At an Executive Meeting members will:

- (1) Review the minutes of the previous Executive meeting.
- (2) Approve a monthly financial summary as presented by the Treasurer of the Association.
- (3) Review a monthly report from the President.
- (4) Propose a draft budget to be put forward by the Executive and voted on by the membership at the Annual General Meeting. The budget will contain the proposed fee amount that will then be communicated to the members and, upon final adoption, will be communicated to “the Divisions.”
- (5) Propose policies that may be considered by the Representative Council.
- (6) Undertake the establishment of ad hoc committees when needed, and set the terms of reference and the appointment procedure for said committees.
- (7) Review reports and requests from educational partners as well as the STF.
- (8) Undertake approval of resolutions to be considered by the STF Council.
- (9) Undertake approval of resolutions to be considered by the Annual General Meeting of members.

7.3.4 Quorum for an Executive meeting will be 50 percent plus one of the members of the Executive.

7.3.5 Honorary members may attend an Executive meeting to observe and/or present information when requested, except in matters regarding bargaining.

## **Article 8: Committees**

### **Duties of Committee Chairs – The Chairpersons of each standing or ad hoc committee shall:**

8.1.1 Supervise the activities of the committee.

- 8.1.2 Call meetings of the committee as required.
- 8.1.3 Act as chairperson of all committee meetings.
- 8.1.4 Be prepared to make a report to the Representative Council when requested.
- 8.1.5 Prepare a written report of the committee to be presented at the Annual General Meeting.
- 8.1.6 Prepare and submit a budget and administer all funds where applicable.
- 8.1.7 Maintain regular contact with the President regarding committee activities.
- 8.1.8 Orient the incoming chairperson and attend at least one of the subsequent meetings.
- 8.2 All Association officers and Committee Chairpersons shall transfer all records under their keeping to their successors in office.**
- 8.3 All Committees shall have the authority to add to their number during the course of the year upon approval of the Executive.**

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

### **President – The President shall:**

- 9.1.1 Supervise, in general, the activities of the organization.
- 9.1.2 Call, organize and preside over meetings of the Executive, Representative Council and General Meetings.
- 9.1.3 Be an ex-officio member of all committees.
- 9.1.4 Serve as a Councillor.
- 9.1.5 Appoint a Secretary and Treasurer.
- 9.1.6 Act, with the Secretary and Treasurer, as signing authority for the organization.
- 9.1.7 Submit to the Annual General Meeting a written report of the activities of the organization since the last Annual General Meeting.
- 9.1.8 Provide leadership in all Executive functions.
- 9.1.9 Ensure that information regarding the function of the Association and the STF are made available to each staff.
- 9.1.10 Promote the work of the Association through regular school visitations.

- 9.1.11 Maintain ongoing communication with the Directors and the Board chairpersons of “the Divisions,”
- 9.1.12 Take a leadership role in ongoing communication and liaison with STF staff.
- 9.1.13 Coordinate the annual induction ceremony for members new to the STF.
- 9.1.14 Ensure that members of the Executive receive the necessary information and training for their positions.
- 9.1.15 Establish a permanent office to facilitate communication within and representation of the Association.

**9.2 Vice-President – The Vice-President shall:**

- 9.2.1 Assume the duties of the President in his/her absence.
- 9.2.2 Assist the President in her/his duties.
- 9.2.3 Serve as a Councillor.

**9.3 Secretary – The Secretary shall:**

- 9.3.1 Keep accurate minutes of:
  - (1) The Annual General Meeting.
  - (2) Executive meetings.
  - (3) Representative Council meetings.
  - (4) Special meetings of the members.
- 9.3.2 Carryout all correspondence of the organization and file any documents.
- 9.3.3 Act as custodian of the Constitution, minutes and correspondence of the Association.
- 9.3.4 Notify members of the Representative Council and Executive of regular and special meetings.
- 9.3.5 Act, with the President and Treasurer, as signing authority for the organization.

**9.4 Treasurer – The Treasurer shall:**

- 9.4.1 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.
- 9.4.2 Keep an accurate, up-to-date record of receipts and expenditures.
- 9.4.3 Preserve receipts for expenditures to be submitted for inspection annually by auditors appointed by the Representative Council.
- 9.4.4 Prepare and present a monthly financial report to be reviewed at Representative Council meetings.

- 9.4.5 Prepare a financial summary to be presented at the Annual General Meeting.
- 9.4.6 Present a summary of the findings of the contracted Auditor from the end of the previous school year at the Annual General Meeting.
- 9.4.7 Act, with the President and the Secretary, as signing authority for the organization.

**9.5 Councillors – The Councillors shall:**

- 9.5.1 Represent the Association at meetings of the STF Council.
- 9.5.2 Report to the Association the activities of the STF.
- 9.5.3 Prepare and present a report of the activities of the STF and of the local Councillors at the Annual General Meeting.
- 9.5.4 Attend staff meetings as requested to give advice in matters pertaining to the STF.
- 9.5.5 Represent the Association at meetings of “the Divisions’” board(s) when invited by the Board(s).
- 9.5.6 Act as scrutineers in the case of an election held to fill a vacancy.

**9.6 Local Staff Liaisons – Local Staff Liaisons shall:**

- 9.6.1 Act on behalf of the staffs they represent in ensuring that their views and problems are taken to the Representative Council.
- 9.6.2 Keep the teachers whom they represent fully informed on Association activities and on educational issues of concern to teachers.
- 9.6.3 Arrange for regular time at staff meetings to report on Association matters.

**9.7 School Staff Liaisons – School Staff Liaisons shall:**

- 9.7.1 Undertake reporting to the school staff on STF meetings and STF issues, ensuring that their implications are understood and discussed.
- 9.7.2 Oversee the gathering and distributing of information as requested by the Federation.
- 9.7.3 Ensure there is linking of members to supports and services within the STF.
- 9.7.4 Undertake the conveying of information on staff concerns to the Association and/or STF.
- 9.7.5 Arrange for regular time at staff meetings to report on STF matters.
- 9.7.6 A member may hold more than one position within the Association.
- 9.7.7 The Local Staff Liaison and School Staff Liaison may be the same person at a school.

**Article 10: Local Collective Bargaining**



**10.1 Local Implementation and Negotiation Committee – Each LINC shall:**

- 10.1.1 Consist of the number of elected members for each of “the Divisions.”
- 10.1.2 Appoint a chairperson annually by June 10 who will attend Representative Council meetings.
- 10.1.3 Meet at the discretion of the Chairperson of the Committee.
- 10.1.4 Maintain a list of contacts for each school to be used to assist with the gathering and dissemination of information as required.
- 10.1.5 Attempt to determine the needs of the teachers of “the Divisions” prior to commencing bargaining.
- 10.1.6 Make provisions for negotiation of a Local Collective Bargaining Agreement or agreements in accordance with the provisions of *The Education Act, 1995* and *The Teachers’ Federation Act, 2006* with “the Divisions.”
- 10.1.7 Submit any changes to the Local Collective Bargaining Agreement to the Federation for review before determining a tentative agreement is reached
- 10.1.8 Submit any changes to the Local Collective Bargaining Agreement to teachers of “the Divisions” for a ratification vote.
- 10.1.9 Ensure that the most current version of each Local Collective Bargaining Agreement has been submitted to the President of the Local Association for record keeping.

**Article 11: Financial**

- 11.1 An individual who is not a member of the Association shall be appointed annually by the general meeting to audit the financial records of the Association.
- 11.2 Remuneration may be provided to Association officers or officials through a decision of the Executive, Representative Council or the Annual General Meeting.
  - 11.2.1 The Association Executive shall reimburse officers and members for expenses incurred on Association business according to rates and policies approved by the Executive, Representative Council or the Annual General Meeting.
  - 11.2.2 Honoraria may be provided to officers and officials in recognition of the time and expertise that they provide. The Executive will determine the amount and who receives honoraria.
- 11.3 Release time may be provided to Association officers through a decision of the Executive, Representative Council or the Annual General Meeting. Release time for officers of the Association is negotiated with the employing boards(s) of education through the LINC representing the Association.

- 11.4 All payments require at least two signatures. Association is negotiated with the employing boards(s) of education through the LINC representing the Association.

## **Article 12: Election to and Removal From Office**

12.1 The following elections shall be conducted by June 1 every year:

- (1) President – biennially
- (2) Vice-President
- (3) Councillors
- (4) Living Sky School Division #202 Local Implementation and Negotiation Committee (LINC) members (10)
- (5) Light of Christ Roman Catholic Separate School Division #16 Local Implementation and Negotiation Committee (LINC) members (8)
- (6) Battlefords First Nations High School Joint Board of Education Local Implementation and Negotiation Committee (LINC) members (4)
- (7) Communications Committee members (8)

### **12.2 Elections**

12.2.1 All regular members are eligible to be nominated for elected positions.

12.2.2 Nominations for elected positions shall be made on the prescribed form in the prescribed timeline.

12.2.3 Voting shall be by secret ballot conducted by an SSL or designated member.

12.2.4 In the election of President and Vice-President, the candidate receiving the most votes shall be declared elected.

12.2.5 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.

12.2.6 In the election of LINC members and Communications Committee members, the required number of positions will be filled by the number of candidates with the most votes.]

12.2.7 In elections requiring a secret ballot, voters shall vote for the number of candidates required to fill all vacancies.

### **12.3 Appointments**

12.3.1 The President shall be appointed as a Councillor immediately following her/his election and prior to the election of the remainder of the Councillors.

12.3.2 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.

12.3.3 The Secretary and the Treasurer shall be appointed at the Executive meeting in June.

- 12.3.4 The Executive may appoint ad hoc committees as the need arises.
- 12.3.5 The Secretary and the Treasurer shall be regular members appointed annually by the President and approved by the Executive.
- 12.3.6 Each staff shall appoint, by the end of the first full week of classes at the beginning of the school year, a Staff Liaison. This SSL will be the primary contact for the STF and may be requested to relay information from the Association.
- 12.3.7 Members may hold more than one position within the Association.
- 12.3.8 A Councillor elected to the Executive of the STF may be appointed as a Councillor for the Association for the following school year.
- 12.3.9 The Local Implementation and Negotiation Committees shall appoint chairpersons from their membership prior to June 10.
- 12.3.10 The Communications Committee shall appoint a chairperson from their membership prior to September 15.
- 12.3.11 The President shall be advised of all appointments.

#### **12.4 Vacancies**

- 12.4.1 When an elected office becomes vacant after a duly held election, the Executive shall request from the membership willing candidates to submit their name to the President.
- 12.4.2 Balloting may be done through a mailed ballot or at a General Meeting.
- 12.4.3 Balloting shall be completed within one month of the call for nominations.
- 12.4.4 Should any position still be vacant after a supplementary election, the President may appoint another member to fill the position.

#### **12.5 Term of Office**

- 12.5.1 The term of office of the President shall be two years and begin on July 1.
- 12.5.2 The term of office for Vice-President, Councillors and LINC members shall be July 1 to June 30 of the following year.
- 12.5.3 The term of office for standing committee members shall be from the day after their election to June 30 of the following year.
- 12.5.4 The President may be elected to no more than three (3) consecutive terms.

#### **12.6 Removal from Office**

- 12.6.1 A member of the Executive may be removed from office for:
- (1) Subverting the goals of the organization.

- (2) Behaving in a manner unbecoming of the profession.
- (3) Failing to carryout the duties of the office.
- (4) Inexcusable non-attendance.

12.6.2 To effect removal from the Executive, the following steps are necessary:

- (1) A motion to consider officer removal at the Executive. Eighty percent (80%) support of the Association Executive members is required.
- (2) Should a motion to remove be carried, the effected member shall be informed in writing by the President or designate.
- (3) An affirmation of this step by a motion of removal at the General Meeting. At least one vote in excess of 50 percent 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.

12.6.3 The following conditions shall prevail in all such proceedings:

- (1) A notice of motion shall be presented at least three days ahead of the General Meeting to all concerned.
- (2) 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.
- (3) No motion of the Executive to remove from office shall stand for over thirty (30) days without the calling of a General Meeting.

## **Article 13: Constitutional Amendments**

- 13.1 Constitutional amendments shall be presented to the membership and voted upon by the membership at the Annual General Meeting.
- 13.2 Amendments require a two-thirds majority vote of those present.
- 13.3 Proposed amendments shall be presented in writing to the Executive at least thirty (30) days prior to the Annual General Meeting.
- 13.4 Proposed amendments shall be circulated to all members through the Staff Liaisons at least one week prior to the Annual General Meeting.
- 13.5 The Constitution will be forwarded to the Federation Executive for review and approval as per Federation bylaws.

## **Article 14: Dissolution of the Tri-West Teachers' Association**

- 14.1 Dissolution of the Association 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 Association accounts after all obligations are paid.
- 14.3 The General Membership shall determine by vote at a General Meeting the disposition of records and archival material possessed by the Association.

