

STATUTES AND REGULATIONS

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FROM

THE ASSOCIATION LOCALE DES ENSEIGNANTES ET DES ENSEIGNANTS
FRANSASKOIS

SOME

SASKATCHEWAN TEACHERS' FEDERATION

(The use of the masculine does not presume discrimination.)

I. NAME:

This association will be named the Association locale des enseignantes et des enseignants fransaskois, (ALEF).

II. OBJECTIVES:

- A) Organize and represent teachers of the CÉF (Conseil des écoles fransaskoises) in order to promote professional and pedagogical activities, according to article 6.2 of the FES Statutes and Regulations.
- B) To preserve and promote the interests of ALEF members and to ensure working conditions that will lead to educational and educational experiences of quality.
- C) Actively cooperate with the Saskatchewan Teachers' Federation (FES) and the Canadian Teachers' Federation (CTF).
- D) Work in collaboration with teachers, school counsellors, directors of education, and any other organization involved in the school community to ensure quality education in our Fransaskois schools.
- E) Communicating specific needs of the CEF.
- F) Promote student interest and well-being.
- G) Stimulate members' interest in their professional association in both its programs and principles.

III. FUNCTIONS OF THE ASSOCIATION:

- A) Represent its members at the FES.
- B) Serve as a liaison between its members and the FES.
- C) Ensure communication between its members, the CSF and the Directorate of Education.
- D) Negotiate a local collective agreement with its members' employer.
- E) Exercise any authority under collective agreements to achieve and maintain conditions of employment consistent with the needs of teachers as a professional group.
- F) To monitor the well-being of teachers and to take any action deemed appropriate, in order to protect and advance the interests of its members.
- G) Plan the annual meeting.

IV. TONGUE:

The language of communication at ALEF assemblies is French.

V. ORGANIZATION OF THE ASSOCIATION:

A) LEXICON ABBREVIATIONS:

- a) CSF: the Conseil scolaire francophone
- b) LINC: EFTA Negotiating Committee
- c) ALEF: Association locale des enseignantes et des enseignants fransaskois
- d) APEF: Association provinciale des enseignantes et des enseignants des écoles fransaskoises.
- e) FES: Saskatchewan Teachers' Federation
- f) CTF: Canadian Teachers' Federation
- g) "Fall Council" and "Spring Council": FES provincial meetings, which take place in the fall and spring, and which advisors must attend as representatives of ALEF.
- h) CÉF: Conseil des écoles fransaskoises

B) THE STEERING COMMITTEE OF ALEF:

- a) The Steering Committee will be organised as follows:
 - the President elected for a term of 1 year

- the Vice-President, elected for a term of 1 year
- the number of councillors required as indicated by Order 2.3 of the FES. (Bylaw 2.3 – Representation)
- the Chair of the Negotiating Committee elected for a 1-year term
- the Secretary appointed by the President for a term of 1 year - the Treasurer, appointed by the President for a term of 1 year
- the outgoing President, for a term of 1 year
- the Chair of Professional Development appointed by the Steering Committee for a 1-year term
- the President of Communications, appointed by the Steering Committee for a term of 1 year

- b) The appointed members of the Steering Committee, consisting of Secretary, Treasurer, Professional Development President and Communications Chair, will be named in the minutes of the first Steering Committee meeting following the commencement of their term.
- c) If an elected member of the Steering Committee other than the Chair is unable to complete his or her term, the Executive Committee will appoint a replacement, following consultation with the members of the Liaison Committee, until the next annual meeting, and notify the members within 30 days. At the annual meeting there will be an election to fill the vacancy.
- d) The members of the Executive Committee elected at the Spring General Meeting will begin their term on June 30 of the same year.

C) THE LIAISON COMMITTEE OF ALEF:

The liaison committee will be composed of the steering committee and the representative of each school.

- a) Each school will appoint a school representative within the first two weeks of the school year.

(D) ALEF REPRESENTATIVES ON COMMITTEES:

- a) EFLA has representatives on the following standing committees:
 - a. Linked Experience Committee, established by the provincial collective agreement
 - b. Consultation committee, established by the local collective agreement,

- 2 members
 - c. Scholarship Committee, established by local collective agreement, 2 members
 - d. Grievance Committee, established by local collective agreement, 2 members
 - e. Reference committee, established by local collective agreement, 1 rural member, 1 urban member
- b) ALEF may also have representatives on temporary committees established by the Steering Committee or by the Steering Committee in cooperation with the CEF.
 - c) ALEF may also be invited to provide representatives for committees established by FES, CÉF, Ministry of Education or any other education partner.
 - d) Any request for an ALEF representative on a committee established by the Ministry of Education must go through the FES.
 - e) In September of each year, the ALEF Steering Committee will send a communiqué to the members obtaining the names of members interested in serving on each committee where the ALEF has one or more representatives.
 - f) Each school with five or more teachers will provide the name of at least one member willing to sit on a committee.
 - g) No later than October 31, each year, the ALEF Steering Committee will review the names of interest received and appoint representatives to each committee.
 - h) In selecting representatives on the various committees, the steering committee will strive for an equitable distribution of representatives among Saskatoon schools, Regina schools, other northern schools and other southern schools.
 - i) The appointed representatives will serve a term of one year.
 - j) The names of the representatives appointed by the Steering Committee will be noted in the minutes of the Steering Committee meeting.
 - k) The names of ALEF representatives on each committee will be announced to members by memorandum, within no more than 30 days.

VI. ADMISSIBILITY

A) CONTRACT TEACHERS

Any FES member, employed by the CÉF under continuous, replacement or temporary contract, will become a voting member of ALEF and will pay its annual fee.

B) SUBSTITUTE TEACHERS

- a) Any teacher who provides substitute for at least one day in the FES during a school year may choose to become a member of the ALEF for that school year.
- b) Any substitute teacher who chooses to become a member of ALEF will inform the ALEF President in writing no later than September 30 of the school year in question or its first day.
- c) Any substitute teacher who becomes a member of ALEF will pay their \$0 dues, provided that they agree to pay the cost of attending the ALEF conference, as set out in ALEF's policies.

VII. THE GENERAL ASSEMBLY ANNUAL:

Has. ALEF must hold a general meeting once a year.

- a) The Steering Committee shall determine the place, date and time of such meeting.
- b) Notice will be given to members one month prior to the Annual General Meeting.
- c) The Annual General Meeting will be open to all ALEF members, as well as guests of the meeting.
- d) The following will be on the agenda:
 - the presentation of the annual budget
 - the President's report
 - presentation of committee reports
 - proposals for amendments to the statutes and regulations
 - motions for resolutions
 - the financial report, audited
 - the elections of the President, Vice-President, LINC President and the number of councillors required as indicated by Order 2.3 of the FES. (Bylaw 2.3 – Representation)
 - the report of the councillors

- appoint the financial auditor
- set the contribution for the next year

B. ALEF may convene general meetings as required.

- a) The Steering Committee or Liaison Committee will establish the place, date and time of meetings.
- b) Notice will be given at least one week before the general meeting.
- c) The general assemblies will be open to the members of the association as well as to the guests of the assembly.

C. Meetings:

- a) The ALEF President will convene a minimum of two Liaison Committee meetings per year.
- b) Notice of meetings of the Liaison Committee shall be at least one week.
- c) The quorum for these meetings shall be 50% of the number of members of the committee.

D. Assembly Procedures

- a) In any procedure not described herein, the procedure for the general meeting will follow Procedures of a Deliberative Assembly (Morin Code).
- b) The agenda of the Annual General Meeting will be divided into two parts, an agenda by consent and an active agenda.
- c) The Steering Committee will determine which items on the agenda of the General Assembly are appropriate for the agenda by consent.
- d) The agenda by consent, together with all necessary documents for the items contained therein, will be sent to the members at least seven days before the meeting.
- e) At the meeting, any item on the agenda by consent will be removed from the agenda by consent and placed on the active agenda if a member so requests.
- f) Voting on any resolution or proposed amendment shall be by show of hands.
- g) Any resolution will require the support of 50% + 1 of the voting members to be adopted

VIII. THE LIAISON COMMITTEE OF ALEF:

Has. Will be composed of the steering committee and the appointed representative of each school.

B. DUTIES:

- a) Communicate with ALEF members and ensure communication between the Steering Committee and its members.
- b) Appoint a negotiating team.
- c) Plan the annual meeting.

C. QUORUM:

The quorum shall be 50% of the number of members of the committee.

IX. THE STEERING COMMITTEE OF ALEF:

A. Steering Committee Members:

- a) the Chairperson
- b) Vice-Chair
- c) the secretary
- d) the treasurer
- e) the number of counsellors required as indicated by Order 2.3 of the FES. (Bylaw 2.3 – Representation)
- f) the Chair of the Negotiating Committee
- g) Past President
- h) Professional Development Chair
- i) Communications Chair

B. Functions and powers of ALEF Steering Committee members

- a) The president:
 - a. chairs all meetings of the Steering Committee, the Liaison Committee, and is a regular member of all committees.
 - b. presides over all general meetings or appoints a delegated chairman of the meeting

- c. prepares the report for the General Assembly.
 - d. countersigns all orders to the Treasury, or authorizes another member to do so.
 - e. takes care of the organization of meetings during the year.
 - f. is a media critic.
 - g. ensures effective communication between members, representatives, the steering committee, the liaison committee, the CSF and the CÉF.
 - h. ensures that the books of accounting are audited annually.
 - i. initiates the new members of the Steering Board and the Liaison Committee, as well as the new members of the FES.
 - j. If ready and able to assume this responsibility, the President will also be one of ALEF's advisors.
- b) The Vice-Chair:
- a. assists the President in his duties and, if necessary, represents him at the latter's request.
 - b. In the event of the absence, refusal or inability to act of the President, he shall replace him, assume his functions and exercise his powers. However, under no circumstances should he take such a decision alone; it must have received the mandate of the ALEF Steering Committee.
 - c. perform any other duties as may be assigned to it by the Steering Committee.
 - d. reports on its activities to the Annual General Meeting.
- c) The Secretary:
- a. acts as secretary to the meetings of the General Assembly, the Steering Committee and the Liaison Committee.
 - b. drafts and signs the minutes of the meetings of the General Assembly and
 - c. ensures that they reach the members.
 - d. sees to the writing, dispatch and custody of correspondence.
 - e. see to it that notices of meeting and any other notices reach the Executive Committee and the other members of the Association.
 - f. carries out the mandates entrusted to it by the President.
 - g. keeps the by-laws and by-laws up to date and ensures that members have a copy in their school.

- h. maintains a list of members in good standing.
 - i. Except for finance, he is responsible for the custody of archives, documents and records.
- d) The Treasurer:
- a. is responsible for the use of the Association's funds.
 - b. is responsible for maintaining the books and documents relating to the financial operations of the Association.
 - c. sign cheques and other negotiable instruments jointly with the President or any other person authorized for that purpose.
 - d. see to the deposit in full of all revenues of the Association in a credit union or chartered bank.
 - e. maintains the Association's accounts.
 - f. presents the budget of intent to the AGM.
 - g. oversees the preparation of the annual financial report at the end of the fiscal year.
 - h. takes all measures to ensure that the financial statements of the Association are audited annually at the end of the fiscal year by a legally qualified auditing firm recommended by the members at the Annual General Meeting.
 - i. is responsible for the custody of all accounting records of the Association.
 - j. The Treasurer will provide a financial report with the status of accounts at each meeting of the Steering Committee.
- e) The advisor:
- a. responds to members' requests and, if necessary, directs them to FES resource persons.
 - b. inquires with the FES about the steps to follow to support members.
 - c. is present as a delegate to the deliberative assemblies of the FES: Fall Council and Spring Council.
 - d. forwards ALEF resolutions to FES for Spring Council and Fall Council.
 - e. supports the ALEF President in his mission to publicize FES policies.
 - f. initiates pressure tactics with members of the Legislative Assembly as required.

- g. adheres to proper procedures during conflicts.
 - h. prepares a report for the Annual General Meeting.
- f) Chair of the Negotiating Committee
- a. selects and publicizes the procedure selected for negotiation under the Education Act, 1995
 - b. coordinates the negotiating team.
 - c. knows members' expectations of the local collective agreement.
 - d. inform members on the progress of the negotiations.
 - e. sees to the interpretation or application of the local collective agreement and the provincial collective agreement in force.
- g) The representative School:
- a. informs teachers about the activities of ALEF and FES.
 - b. Directs teachers' reactions to the appropriate source.
 - c. actively participates in the activities of ALEF and FES.
- h) The President outgoing:
- a. acts as a resource person on the steering committee.
 - b. participates in the meetings of the Steering Committee.
- i) The President of Professional Development
- a. The Chair of the ALEF Professional Development Committee will participate in the planning of the annual conference by suggesting workshops to be offered. It will also promote various conferences, internships, trainings and workshops available in and outside the province related to the demands and needs of ALEF members.
- j) The President of Communications
- a. The Chair of Communications will facilitate ALEF's internal and external communication with the approval of the ALEF Steering Committee. He will take care of placing the information and updates on the website and on the ALEF Facebook page.

C. Steering Committee Meetings

- a) The Chair will convene a minimum of six steering committee meetings per year.
- b) Notice of Steering Committee meetings shall be at least one week.
- c) At the first meeting of the Steering Committee after taking office, the Steering Committee will select two additional members of the Steering Committee, other than the President and the Treasurer, to be authorized to countersign ALEF's cheques.
- d) The quorum for these meetings shall be 50% of the members of the steering committee.

X. THE NEGOTIATING COMMITTEE

A. LOCAL AGREEMENT NEGOTIATIONS

The Committee will negotiate the Local Collective Agreement under the direction of the Chair of the Bargaining Committee and the ALEF Steering Committee.

B. MEMBERS OF THE NEGOTIATING COMMITTEE

- a) If there are openings to the Bargaining Committee, or, if the term of the current members of the Bargaining Committee ends, at the AGM, an announcement will be made to collect the names of members interested in serving on the Bargaining Committee.
- b) At the first meeting of the Steering Committee following the AGM, the Steering Committee will appoint the members of the Bargaining Committee. Preference will be given to regular members of the negotiating committee.
- c) Members of the bargaining committee will begin their term on June 30 of the current school year.
- d) The term of office of the members of the negotiating committee shall be one year.
- e) The names of the members of the bargaining committee will be communicated to the members by June 30.

C. PROCEDURES FOR RATIFYING A LOCAL AGREEMENT

- a) When the Bargaining Committee believes it has reached a good agreement with the FSB, the Bargaining Committee will share and discuss this agreement with the EFTA Steering Committee and the FES, before accepting it as an attempted agreement.
- b) When an agreement is accepted as an attempt, a complete copy of the agreement will be provided to all ALEF members.

- c) There will be a minimum delay of 15 days between the sending of the attempted agreement to all members and the vote.
- d) Any substitute teacher who has duly notified the ALEF president of his or her choice to be a member of ALEF before September 30 will have the right to vote.
- e) Voting procedures will be set out in ALEF's policies.
- f) An attempted agreement will be accepted if it receives the support of 50% + 1 of the members.

XI. PROCEDURES ELECTIONS:

- A. Each registered member shall be entitled to vote by secret ballot in the election of members of the Steering Committee. For any election, each member shall receive one vote for each vacancy on the Governing Board.
- B. Implementation Committee candidacy:
 - a) Sends a notice of nomination one month prior to the Annual General Meeting.
 - b) Receives nominations for elected seats.
 - c) Accepts only nominations duly proposed, seconded and signed by the nominee.
 - d) Presides over the election period.
 - e) Presents the list of candidates for the assembly.
 - f) Accepts nominations from meeting participants.
- C. Elections shall be conducted by written ballot. If only one candidate is standing for office, that candidate shall be declared elected by acclamation.
- D. The members elected to the Steering Committee at the AGM and ALEF will begin their term on 1^{er} July.
- E. When a member of the Steering Committee is unable to complete his or her term, the Steering Committee shall appoint a member to fill the vacancy until the next General Assembly at which an election for that position will be held.

XII. DISMISSAL OF A STEERING COMMITTEE MEMBER

Has. A duly elected member of the Steering Committee may only be removed from office for serious offences, such as:

- a) subversion of the objectives of the EFTA and/or the FES
- b) behaviour contrary to FES codes

- c) failure to meet the duties of his position

B. The dismissal of a member of the steering committee shall be done according to the following procedure:

- a) A notice requesting the removal of that member from the Governing Board shall be sent to the Governing Board at least three days before a meeting of the Governing Board.
- b) The request will be put on the agenda of the steering committee meeting.
- c) Both the Steering Committee member in question and the ALEF member requesting his or her removal will have an opportunity to address the Steering Committee at the meeting.
- d) A vote will be held at the Steering Committee meeting.
- e) 80% support from the steering committee members for the resolution is required to remove the steering committee member from office.

XIII. DUES ANNUAL:

- a) Each teacher who is a member of ALEF will pay his or her dues and obtain the right to vote.
- b) The amount of the annual membership fee to be paid by each member will be determined annually by the Association at the Annual General Meeting. Any change in the annual dues to be paid by each member will be effective in the subsequent school year.
- c) If a teacher starts later in the year, their contribution will be subtracted from their second pay.

XIV. INSURANCE EMPLOYMENT:

Employment Insurance reimbursement will be paid to EFLA.

XV. AMENDMENTS TO THE STATUTES AND REGULATIONS:

Has. The By-Laws and By-laws may be amended at the Annual General Meeting as follows: Following:

- a) Any member of the Association shall have the right to submit at any time, in writing, to the Secretary, a proposal for amendment to the statutes or regulations of the Association.

- b) The Secretary shall transmit a copy of the proposal to all members of the Association at least seven days before the amendment is considered at the Annual General Meeting.
 - c) The amendment, whether modified or not, must be approved by a majority of at least two-thirds of the members present.
 - d) Any amendment to the statutes and regulations must be approved by the FES executive.
 - e) Any amendment to the statutes and regulations shall take effect upon approval by the FES.
- B. In exceptional cases, the statutes and by-laws may be amended without a general meeting, as follows:
- a) The Secretary shall transmit a copy of the proposed amendment to all members of the Association at least fourteen days before the general vote on the amendment.
 - b) The voting procedure will be set out in ALEF's policies.
 - c) When voting on the amendment, members will also have to vote on the proposal to agree to vote exceptionally on an amendment to the statutes and by-laws without a general meeting.
 - d) The proposal to exceptionally agree to vote on an amendment to the statutes and by-laws without a general meeting must be approved by a majority of at least 80% of the members on the voting list for the proposed amendment to the statutes and by-laws to be considered.
 - e) If the proposal for an exceptional vote is approved, the amendment must then be approved by a majority of at least two-thirds of the members on the voting list.
 - f) Any amendment to the statutes and regulations must be approved by the FES executive.
 - g) Any amendment to the statutes and regulations shall take effect upon approval by the FES.

XVI. DISSOLUTION OF THE ASSOCIATION

- a) The dissolution of ALEF can be done by a vote of 80% of the members of ALEF.
- b) The staffing arrangement of the association will be determined by the Executive Committee.
- c) All financial records and archives of the association will be preserved.
- d) The FES will be notified of the storage location of the archives and the financial records of the dissolved association.