

Northern Area Teachers' Association (NATA)



Constitution June 2023

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June 2023
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Constitution & Policy Chair

Constitution

Northern Area Teachers' Association

Article I: Name

The name of this local association of the Saskatchewan Teachers' Federation, referred to hereafter as the "STF", shall be the Northern Area Teachers' Association, referred to hereafter as the "NATA". The constitution, bylaws and policies of the NATA are consistent with *The Teachers' Federation Act, 2006* and the STF bylaws and policies.

Article II: Membership

2.1 The members of the NATA are:

- a) Members of the STF employed by Northern Lights School Division No. 113, referred to hereafter as "NLSO".
- b) Substitute teachers who have substituted in NLSO and have become a member of this local for the current school year under STF Bylaw 4.3.3.

2.2 Pre-interns and interns or teacher candidates are considered associate members and do not have voting privileges.

2.3 Teachers on leave have full voting rights, provided any membership fee has been paid.

Article III: Purposes

3.1 It is the purpose of the NATA to:

- a) further the objectives of the STF provincially and locally;
- b) support the professional growth of members;
- c) bargain collectively on behalf of members for a local collective bargaining agreement subject to the local bargaining provisions of *The Education Act, 1995*;
- d) ensure effective communications between members and the STF; and
- e) ensure effective representation of members in STF affairs.

3.2 As per STF Bylaw 4, Section 4.5, the NATA shall not make any representation to the provincial government or any member, branch or agency thereof without the explicit approval of the STF Executive.

Article IV: Fees

4.1 The NATA may levy a fee upon its members to support the work of the local association.

4.2 All fees to be levied upon its members by the NATA must be approved through a vote at a meeting that is open to all members.

4.3 Every member must pay to the local association any fee that is duly levied.

4.4 The NATA shall communicate to NLSO the amount of the fee to be collected as per the *LINC Agreement*.

Article V: Rules of Procedure

- 5.1 All meetings of the NATA shall be conducted in accordance with Robert's Rules of Order.
- 5.2 Notwithstanding anything contained in this constitution, the executive may determine that a general meeting of the representative assembly or meeting of the executive be held entirely by means of telephonic, electronic or other communications facility. In the event such a meeting is to be held, the executive shall, notwithstanding anything contained in this constitution, establish the procedures for the conduct thereof including, without limitation, the procedures for voting by telephonic, electronic or other communications facility. The procedures shall be communicated to participants prior to the meeting commencing.
- 5.3 The executive may authorize absent individuals to electronically attend meetings that are being held in-person.

Article VI: Organization of Governance

The governing bodies of the NATA consist of the following:

6.1 Annual General Meeting of the Members

- a) There shall be an Annual Meeting open to all Association members held prior to June 30.
- b) The Annual General meeting shall include:
 - i. Review and approve of the audited financial statement
 - ii. Resolutions and notices of motion
 - iii. Receive reports from Executive members and committees.

6.2 General Meetings of the Members

- a) There shall be at least one General meeting held by June 30 open to all Association members.
- b) The Executive may call additional general meetings as required.
- c) The General meeting shall include the following:
 - i. Elect the Executive
 - ii. Approve the budget and the membership fee
 - iii. Receive reports from Executive members and committees.

6.3 Two-thirds of the membership at the Annual Meeting or General Meeting must attend to achieve quorum.

6.4 Notwithstanding 6.1.a, the Executive may, in exigent circumstances, delay, postpone or re-schedule the Annual General Meeting to a date, place and time to be determined by the Executive.

6.5 Representative Assembly

- a) The Representative Assembly shall consist of:
 - i. Members of the Executive
 - ii. Committee Chairs
 - iii. School Staff Representatives
 - iv. Other NATA members, as approved by the Executive, may be given delegate status
- b) There shall be a minimum of two assembly meetings per year.
- c) The Executive, in consultation with other assembly members, shall decide the time and place of meetings of the assembly.

- d) The representative assembly shall have the following responsibilities:
 - i. Receive, consider and act upon the views and requests presented to them by NATA members or the Executive.
 - ii. Share information related to conditions of employment.
 - iii. Approve any policies related to finances.
- e) 50% + 1 of the membership of the assembly must attend to achieve quorum.
- f) The School Staff Representatives, at their staff meeting, shall report on the Representative Assembly.
- g) Notwithstanding 6.2.b, the Executive may, in exigent circumstances, delay, postpone or re-schedule a meeting of the Representative Assembly to a date, place and time to be determined by the Executive.

6.6 Executive

- a) The executive of the NATA includes the following officers:
 - i. President
 - ii. Vice-President
 - iii. Secretary-Treasurer
 - iv. Councillors
 - v. Local Implementation and Negotiation Committee (LINC) Chair
 - vi. Communications Chair
 - vii. Housing Chair
 - viii. Members-at-Large
 - ix. Past President
 - x. Other NATA members, as approved by the Executive, may be given observer status.
- b) The number of executive shall consist of not less than eight and up to sixteen members.
- c) The Executive shall have the following responsibilities:
 - i. Organize and conduct all matters pertaining to the NATA.
 - ii. Prepare reports as required.
 - iii. Receive, consider and act upon the views and requests presented to it by members of the NATA.
 - iv. Establish effective liaisons with the NLSD.
 - v. Approve a draft budget and associated membership fee.
 - vi. Ensure that standing committees and committees required by the local collective bargaining agreement are formed and to appoint other committees as deemed necessary.
 - vii. Approve membership of ad hoc committees.
 - viii. Approve policies.
- d) Executive members shall be appointed as Committee chairs by the President in collaboration with members of the Executive.
- e) The Executive shall meet for a minimum of two meetings per year.
- f) 50% + 1 of the Executive members must attend to achieve quorum.

Article VII: Committees

7.1 The NATA may appoint committees that it finds necessary to support the work of the local association.

7.2 Committee chairs have the following responsibilities:

- a. Ensure committee membership by selecting members and informing the Executive of those appointed where necessary.
- b. Prepare an annual report or other reports as requested by the Executive.

7.3 The local association will maintain the following standing committees:

7.3.1 Local Implementation and Negotiation Committee ("LINC")

- a. The local association shall maintain a Local Implementation and Negotiation Committee (LINC) with the authority to negotiate local collective bargaining agreements in accordance with the provisions of *The Education Act, 1995*.
- b. The LINC shall consist of the following four members: elected chairperson, NATA President, Housing Committee Chair and one other member as appointed by the Executive.
- c. Notwithstanding 4.a.b., if the LINC chair changes in the midst of negotiations, the previous chair may be invited to join LINC as a consultant.
- d. The duties of the LINC shall include:
 - i. Bargaining collectively for a local collective bargaining agreement according to provisions of *The Education Act, 1995*.
 - ii. Reporting on developments in the negotiation process.
 - iii. Arrange for a ratification vote in each school by secret ballot on any tentative contract between the teachers and the boards.
 - iv. Maintaining proper liaison with the STF during local negotiations and during the implementation process.
 - v. Filing, by the chairperson, a copy of the Agreement with signatures with the STF.
 - vi. Ensuring implementation of both the local and provincial collective bargaining agreements.
 - vii. Ensuring that an ongoing record of grievances is maintained.
 - viii. Ensuring that a written record of all communications concerning negotiations is maintained.
- e. The committee shall meet as requested by the LINC chair.

7.3.2 Liaison Committee

- a. As established within the LINC Agreement.

7.3.3 Communications Committee

- a. The committee shall consist of a chair, and up to two additional members of the NATA.
- b. The duties of the committee shall include:
 - i. Foster internal communications and external public relations activities.
 - ii. Provide leadership in planning, implementing and evaluating the communications program.
- c. The committee shall meet as requested by the chair.

7.3.4 Resolutions Committee

- a. The committee shall consist of a chair, and up to two additional members of the NATA.
- b. The duties of the committee shall include:
 - i. Notify each School Staff Representative at least once per year of call for resolutions.
 - ii. Develop and implement any process to receive resolutions.
 - iii. Chair the resolutions session of the Annual General Meeting.
- c. The committee shall meet as requested by the chair.

7.3.5 Elections Committee

- a. The committee shall consist of a chair, and up to two additional members of the NATA.
 - i. Members of the committee shall not be members of the Executive and may not be seeking to be nominated for an elected position.
 - ii. The term of the appointment shall be determined by the Executive.
- b. The duties of the committee shall include:
 - i. Members of the committee shall not be members of the Executive and may not be seeking to be nominated for an elected position.
 - ii. The term of the appointment shall be determined by the Executive.
 - iii. Prepare and present the required slate of officers for the Executive at the Annual General Meeting.
 - iv. Conduct elections according to the provisions of this Constitution and policies of the NATA.
 - v. Determine the voting period and date and time by which ballots shall be returned to the committee.
 - vi. Establish and communicate the nominations and voting process.
 - vii. Chair the nominations and elections part of the Annual General Meeting.
- c. The committee shall meet as requested by the chair.

7.3.6 Constitution and Policy Committee

- a. The committee shall consist of a chair, and up to two additional members of the NATA.
- b. The duties of the committee shall include:
 - i. Conduct the constitutional amendment process according to the provisions of this Constitution and policies of the NATA.
 - ii. Support the development of policies for the NATA.
 - iii. Revise the Constitution and Policy Handbook once STF approval is received and make it available to members.
 - iv. Chair the portion of the Annual General Meeting regarding motions related to the Constitution.
- c. The committee shall meet as requested by the chair.

7.3.7 Professional Growth Committee

- a. The committee shall consist of a chair, and up to two additional members of the NATA.
- b. The duties of the committee shall include:
 - i. Communicate with the STF regarding professional growth activities for the NATA members.
 - ii. Allocate professional growth funds to attend professional growth activities.
- c. The committee shall meet as requested by the chair.

7.3.8 Truth and Reconciliation Committee

- a. The committee shall consist of a chair, and up to two additional members of the NATA.
- b. The duties of the committee shall include:
 - i. Advise the executive how to incorporate the Calls to Action within the association.
 - ii. Inform members regarding the Calls to Action.
- c. The committee shall meet as requested by the chair.

7.3.9 Housing Committee

- a. The committee shall consist of a chair, and up to two additional members of the NATA.
- b. The duties of the committee shall include:
 - i. Ensure members are informed of rights, responsibilities, and grievance procedures related to housing provided by NLSD.
 - ii. Work with members renting housing provided by NLSD and the NLSD building superintendent to resolve housing grievances.

7.3.10 Ad Hoc Committees

- a. The Executive may establish ad hoc committees as required.
- b. The Executive shall appoint members to the committee, including the chair.
- c. The committee shall
 - i. address the topic or issue assigned by the Executive
 - ii. Prepare a brief to be submitted to the Executive.

Article VIII: Local Association Officers

8.1 A member may hold more than one position within the local association.

8.2 All local association officers and committee chairpersons shall transfer all records under their keeping to their successors by July 1st.

8.3 For each officer of the association, the constitution shall provide information about the following:

- a. President
 - i. The duties of the president include:
 1. Serve as a Councillor
 2. Have signing authority
 3. Supervise, in general, the activities of the NATA.
 4. Appoint a Secretary-Treasurer.
 5. Provide leadership in all Executive functions
 6. Serving as the official representative and spokesperson of the Association.
 7. Co-ordinate the activities of all committees.
 8. Preside or appoint a chairperson for all Executive meetings and the Representative Assembly.
 9. Chair the Liaison Committee.
 10. Apply for STF grants and report as required.
 - ii. The president shall be elected.
 - iii. The term of office shall be 2 years commencing July 1st.

b. Vice-President

- i. The duties of the vice-president include:
 1. Assume the duties of the President in their absence.
 2. Assist the President in their duties.
 3. Serve as a councillor if a vacancy occurs.
- ii. The vice-president shall be elected.
- iii. The term of office shall be 1 year commencing July 1st.

c. Secretary-Treasurer

- i. The duties of the secretary-treasurer include:
 1. Have signing authority.
 2. Prepare the annual budget and financial statement for the membership at the Annual General Meeting.
 3. Report the financial state of the Association at each Executive meeting and Staff Liaison meeting.
 4. Arrange for the annual review by a professional accountant and ensure that the Association inventory is updated yearly.
 5. Collect and bank all monies and securities of the Association as directed by the Executive.
 6. Keep minutes of all meetings and distribute as directed by the Executive.
 7. Supervise all members' transportation to Executive and School Staff Liaison meetings.
 8. Conduct all correspondence requested by the Executive.
- ii. The secretary-treasurer shall be appointed by the president.
- iii. The term of office shall be 2 years commencing July 1st.

d. Councillors

- i. The duties of the councillors include:
 1. Attend meetings of the STF Council
 2. Receive correspondence from members regarding member welfare.
 3. Support teachers by ensuring that protocol is followed.
 4. Perform duties outlined in the STF policies and bylaws.
- ii. Councillors shall be elected.
- iii. The term of office shall be 1 year commencing July 1st.

e. Convention Chair

- i. The duties of the convention chair shall include:
 1. Plan the annual Convention with the assistance of their school staff.
 2. Invite Executive members to assist with planning the Convention.
 3. Submit to the Executive a plan for the next Convention within three months of the last Convention.
 4. Manage the convention budget with the President and Secretary-Treasurer.
- ii. The Executive shall select the convention chair.
- iii. The term of office shall commence July 1st and conclude when all components of the

designated convention are completed.

- f. Past President
 - i. Shall be the individual who most recently served as president in the prior year.
 - ii. The individual may choose not to serve as past president. The individual must communicate their intention prior to the election of members-at-large.

8.4 In addition, the following roles must be fulfilled at each school to carry out the work of the STF and the NATA.

It is permissible for an individual to hold both these roles at the same time.

1) School Staff Representative (SSR)

- a. The duties of the school staff representative include:
 - i. Keep teachers informed on Association activities and on educational issues.
 - ii. Relay all Executive correspondence to their staff.
 - iii. Represent the school at the Representative Assembly.
 - iv. Provide a report to the Representative Assembly.
 - v. Support teachers by ensuring that protocol is followed and information is available.

2) STF School Staff Liaison (SSL)

- a. The SSL will assist the STF as requested to support members in their school.

Article IX: Financial Matters

9.1 Financial Review

An individual who is not a member of the local association shall be appointed annually to conduct a review of the financial records of the local association and prepare a financial statement in adherence with standards set by the Chartered Professional Accountants Canada. The financial review shall be approved at a general meeting of NATA members.

9.2 Remuneration and Expenses

- a) Remuneration may be provided to officers or officials through a decision of the representative assembly or general meeting.
- b) The executive shall reimburse officers and members for expenses incurred on local association business according to rates and policies approved by the representative assembly or general meeting.
- c) All expenses require executive approval prior to payment, unless the executive designates such approval to another individual.
- d) Motions involving expenses \$1,000.00 or more shall require a two-thirds majority approval of the Executive.

9.3 Signing Authority

Three officers shall have signing authority. All payments of monies shall require at least two signatures. Individuals shall not sign for payments to themselves.

9.4 Release Time

Release time may be provided to officers through a decision of the representative assembly or general meeting. Release time for officers of the local is negotiated with the employing board(s) of education through the LINC committee representing the association.

9.5 The local association fiscal year shall be from July 1 to June 30 of the following year.

9.6 The local association shall establish financial policies that clearly define the administration of, management of expenses, conflicts of interest, payments and other matters, which ensure financial practices, are transparent, and accountable based on generally accepted accounting principles.

Article X: Election to and Removal from Executive Office

10. 1 Elections

- a) At a general assembly meeting, members of the NATA will be elected by the general membership to the following positions:
 - i. President
 - ii. Vice-President
 - iii. Councillors
 - iv. LINC Chair
 - v. Housing Chair
 - vi. Communications Chair
 - vii. Members-at-Large
- b) Members may be nominated for more than one position.
- c) The number of councillors elected will be determined by STF bylaws.
- d) Members nominated for election to Executive positions shall have sufficient experiences to fulfil the duties as outlined in the Constitution.
- e) At the start of each school year, members of the local association will be elected by the respective schools or groups of members to the following positions, for a term of 1 year:
 - i. School Staff Representative
 - ii. STF School Staff Liaison
- f) Election Process
 - a. The chair of the nominations committee shall serve as chief elections official. In the event that the chair is nominated for an executive position, the executive will select another individual to serve as chief elections official.
 - b. Elections to office will be by simple majority. In the event of a tie vote, another vote will be conducted.
 - c. Voting will be conducted by secret ballot.
 - d. To allow candidates to drop down to another position in the ballot, the order of elections shall occur in the following order: president (if applicable), vice-president, councillors, LINC Chair, housing chair, communications chair, members-at-large.
- g) In circumstances where the election of Executive members cannot be held prior to the expiration of the term of office for Executive members, the members of the Executive (and councillors) whose terms are set to expire, will have their terms of office extended until after the general meeting of the membership at which the regular election takes place.

10.2 Substitutions and Vacancies

- a) The president shall appoint any member of the executive as a substitute councillor for any councillor who is unable to attend a Council meeting.
- b) Should a member of the executive resign or be unable to maintain their duties, the remaining Executive shall invite members to express an interest in the position and appoint an individual from the received applications.

10.3 Removal from Office

A member of the local association executive may be removed from office for:

- a) Behaving in a manner contrary to the codes and standards of the teaching profession.
- b) Failing to carry out the duties of the office.
- c) Missing three or more meetings of the executive.

The process for removal shall include the following:

- a) A notice of motion shall be presented to all association executive members at least three working days prior to an Executive meeting.
- b) At the association executive meeting, a motion to remove the executive member must be presented and approved by at least 80 percent of the voting members present.
- c) An approved association executive motion to remove an officer requires approval by a simple majority at a General Assembly meeting.

The following conditions shall prevail in all proceedings related to removal from office:

- a) A notice of motion shall be presented to the association membership at least three full days ahead of the General Assembly.
- b) An opportunity shall be provided to the subject(s) representatives and to the mover of the motion to address both the association executive and General Assembly.
- c) No motion of the association executive to remove an association member from office shall stand for over 30 days without the calling of a General Assembly.

Article XI: Constitution Amendments

- 11.1 Amendments to the local association constitution may be approved by a two-thirds vote of its members present and voting at a general meeting.
- 11.2 A notice of motion to amend the local association constitution must be given to members in writing at least 7 days prior to the general meeting.
- 11.3 Amendments to the local association constitution approved by the General Meeting are not effective until approved by the STF.
- 11.4 All amendments, provisions, policies and constitutional changes shall be consistent and in accordance with STF legislation, bylaws and policies.

Article XII: Dissolution of the Local Association

1. The local association may be dissolved by a vote of the membership and/or by notice of motion of the Council of the STF.
2. Provision shall be made for the disposition of any assets possessed by the local.
3. Provision shall be made for the disposition of records and archival material possessed by the local.