

Constitution Of
the
Prairie South Teachers' Association

The PSTA is a proactive organization of committed teachers that provides leadership and support to advocate for the best interest and wellness of members. We strive to build strong relationships with educational partners and to strengthen the voice of teachers.



Originally drafted: February 20, 2006
Revised: February 2007
Revised: April 26, 2008
Revised: February 26, 2010
Revised: May 28, 2012
Revised: May 19, 2018
Tentative Revision: March 5, 2023

Constitution of the Prairie South Teachers' Association

Article 1: Name

1.1 The organization shall be the Prairie South 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: Purpose

2.1 The purpose of the Association is to:

- (a) Further the objectives of the Federation 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 Federation.
- (e) Ensure effective representation of members in Federation affairs.

Article 3: Membership

3.1 The members of the Association are:

- (a) Members of the Federation employed by the Prairie South School Division No. 210.
- (b) Substitute teachers who have substituted in Prairie South School Division No. 210 and who have become a member of this Association for the current school year under Federation bylaws and payment of the membership fee.
- (c) An associate membership shall be granted to a teacher with a valid Saskatchewan teacher's certificate employed by any independent school or Band school within the boundaries of the Association. Associate members neither have voting privileges nor are eligible to run for office.

Article 4: Membership Fees

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

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

4.2.1 Members who are on Board-approved leaves of absence shall not pay the fees but shall retain all rights of Association membership.

4.2.2 Members on partial Board-approved leaves of absence shall pay a pro-rated fee.

4.2.3 Members who are employed 50 percent or less shall pay 50 percent of the annual Association fee.

4.3 The proposed fee shall be shared with the general membership prior to the Annual General Meeting (AGM), ratified at the AGM and deducted as specified within the Local Implementation and Negotiation Committee (LINC) Agreement.

4.3.1 In circumstances where an adjustment needs to be made to the fees after the budget has been passed, the Treasurer will propose the fee changes to be voted on by the General Membership as determined by the Executive.

4.4 No portion of the membership fee shall be refunded.

4.5 Fees for substitute teachers shall be determined annually by the Association Executive. A substitute teacher shall not be assessed a membership fee of more than 100 percent.

4.6 Fees for Associate Members shall be calculated the same as regular membership fees.

Article 5: Governance

5.1 All meetings shall be governed by *Robert's Rules of Order* unless otherwise stated.

5.2 General Meeting (GM)

Notwithstanding anything contained in this constitution, the executive may determine that a general meeting or meeting of the executive be held entirely by means of 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 electronic or other communications facility. The procedures shall be communicated to participants prior to the meeting commencing.

5.3 The GM shall consist of:

- (a) The Association Executive.
- (b) A school staff liaison from each school.
- (c) Any other member of the Prairie South Teachers' Association

5.3.1 The GM shall meet for the first time before November 30 and thereafter as necessary.

5.3.2 The Executive and SSLs shall hold voting privileges.

5.3.3 Fifty percent plus one of the members present shall constitute quorum for all GMs

5.3.4 In the event of an electronic meeting, fifty percent plus one of submitted electronic votes shall constitute quorum.

5.3.5 As deemed necessary, a GM shall be called by the President or the Association Executive.

5.3.6 The President or Association Executive shall call a meeting if requested in writing by at least 10 percent of the membership.

5.3.7 The purpose of the meeting shall be communicated to the membership.

5.3.8 Voting at meetings shall be by a show of hands, unless otherwise requested.

5.3.9 Voting for elected positions shall be by secret ballot.

5.3.10 GM refers to meetings of the general membership of the Association that do not involve business associated with the Annual General Meeting.

5.3.11 Notwithstanding 5.3.10, the Association Executive could recommend voting on Constitutional changes at a GM in order to accommodate STF approved changes as soon as possible.

5.4 Annual General Meeting (AGM)

5.4.1 There shall be an AGM of the membership held within each school year in order to conduct the business of the AGM. The AGM shall be held virtually, electronically, or in person.

5.4.2 The AGM shall be held prior to May 15 annually.

5.4.3 The AGM shall be chaired by the President.

5.4.4 The business at the AGM shall include:

- (a) Elections of Association officers to the Executive shall take place electronically prior to the AGM.
- (b) Presentation of incoming Association Executive.
- (c) Presentation of reports from Committees.
- (d) Presentation and approval of the current reviewed/audited financial statements.
- (e) Ratification of the proposed budget and fees for the incoming year.
- (f) Approval of amendments to the Constitution.
- (g) Any other business as determined by the Association Executive.

5.4.5 Notwithstanding 5.4.2, the Executive may, in unforeseen circumstances, delay, postpone or re-schedule the Annual General Meeting to a date, place and time to be determined by the Executive.

5.5 Executive

5.5.1 The Association Executive shall consist of the:

- (a) President
 - (b) Past President
 - (c) Vice-President
 - (d) Councillors
 - (e) Secretary
 - (f) Chairpersons of Standing Committees:
 - (i) Local Implementation and Negotiation Committee (LINC)
 - (ii) Workload Worklife Wellness Committee
 - (iii) Communications Committee
 - (g) Members-at-Large as appointed by the Association Executive
 - (h) Treasurer (non-voting member)
 - (i) Ad Hoc Committee Chairpersons (non-voting members)
 - (i) Chairpersons of other committees formed by the Association Executive, as required.
- 5.5.2 Duties of the Association Executive shall consist of:
- (a) Approving the minutes of the Association Executive.
 - (b) Determining the date, location, and format of meetings of the Executive, GM and the AGM.
 - (c) Attending all Association Executive meetings, the GM and the AGM.
 - (d) Managing and regulating all matters pertaining to the Association, subject to limits specified by this constitution.
 - (e) Conducting an annual review of the Constitution.
 - (f) Reviewing, as necessary, a written policy statement of the Association.
 - (g) Providing an induction for new members of the Federation.
 - (h) Providing recognition for members' superannuation (retirement).
 - (i) Appointing members to standing or ad hoc committees, as deemed necessary.
 - (j) Appointing a substitute councillor when a councillor is unable to attend the Federation's Councillor Conference, Special Meeting of Council or the Annual Meeting of Council.
 - (k) Appointing up to five Members-at-Large.
 - (l) Appointing an Elections Coordinator.
 - (m) Determine the date for the Association Election
 - (n) Appointing a Treasurer from the Association membership.
 - (o) Guided by the budget, proposing an Association fee for the following year.
 - (p) Selecting a financial institution to retain all accounts for the Association.
 - (q) Administering the funds of the Association in accordance with the approved budget.
 - (r) Conducting an annual audit/review of the financial records.

Article 6: Committees

6.1 Each committee selects a chairperson from its respective membership at its first meeting and must act with fiduciary responsibility to the membership.

6.2 Ad Hoc Committees

6.2.1 Ad Hoc committees may be established at the discretion of the Association Executive.

6.2.2 The Association Executive will assign the purpose and Terms of Reference.

6.2.3 The Association Executive will determine the term of service.

6.2.4 Convention Committee

6.2.4.1 The Convention Committee shall:

- (a) Consist of a multi-school partnership as determined by the Association Executive.
- (b) Through the convention, promote the best interests of the teaching profession and education in general.

- (c) Plan, organize and direct the convention within the budget allocated by the Association Executive. Ensure all financial transactions are handled through the Association Treasurer.
- (d) In collaboration with the Association Executive, determine, one year in advance, the location of the convention.
- (e) Ensure that the new Convention Committee for the upcoming year is designated no later than May 1 annually.
- (f) Meet with the incoming Convention Committee no later than May 1 annually.
- (g) All financial transactions must be finalized within two months of the Convention.

6.2.5 Teachers' Counselling Service Committee

6.2.5.1 The Teachers' Counselling Service Committee shall:

- (a) Consist of the counsellor under contract, the President/or designate, Treasurer and a minimum of one, but not to exceed two, Association members appointed by the Association Executive.
- (b) Meet once each month during the school year to examine the caseload.
- (c) Prepare an annual report of services that is to include a financial report.
- (d) Present the annual report to the Board/central office designate and to the Association Executive.
- (e) Create, prior to April 1, the recommended budget for the coming year.

6.2.6 Resolutions Committee

6.2.6.1 The Resolutions Committee is comprised of the Councillors of the Association.

6.2.6.2 The Resolutions Committee shall:

- (a) Prepare resolutions, if any, for the Federation's Special Meeting of Council and Annual Meeting of Council.
- (b) Prepare resolutions, if any, for submission to the GM.
- (c) Carryout such other duties as deemed necessary by the Association Executive.

6.3 Standing Committees

6.3.1 Local Implementation and Negotiation Committee (LINC)

6.3.1.1 The LINC shall consist of the President, LINC Chair; and at least 4, but not more than 8, Association members representing our diverse geography, school configuration, experience and roles.

6.3.1.2 The Executive shall take into consideration experience and historical background of the Association LINC when appointing the members.

6.3.1.3 Members shall be appointed for a three-year term. In the event of a vacancy a new member will be appointed for the remainder of that term.

6.3.1.4 The Committee shall select a Chairperson. Who shall serve a three year term.

6.3.1.5 Duties of LINC shall include:

- (a) Meet twice a year – one meeting shall follow elections and be held prior to the end of June to select a chair and to do succession planning with the current LIN Committee
- (b) Selecting the process of bargaining, in consultation with the Association Executive.
- (c) Bargaining in accordance with *The Education Act, 1995*.
- (d) Presenting suggestions to and obtaining feedback from Association members.

- (e) Reporting the developments in the bargaining process to the Association Executive on a regular basis via the LINC chairperson.
 - (f) The LINC shall establish an Emergent Issues Committee as per the Local Agreement. The PSTA members of the Emergent Issues Committee ~~who~~ shall meet once a year to review the procedures of the Emergent Issue Committee.
 - (g) In the case of a grievance, the procedure will follow the process as per the Local Agreement.
- 6.3.1.6 Voting Procedure
- (a) The Association Executive shall determine how the ratification will take place.
 - (b) Contracts shall be ratified by a majority (i.e., greater than 50 percent) of the members of the Association.
- 6.3.2 Workload, Worklife and Wellness Committee (WWW)
- 6.3.2.1 The WWW shall:
- (a) Consist of members selected/appointed as determined by the Association Executive.
 - (b) Carryout plans under the guidance of the Association Executive.
 - (c) Plan, organize and direct the WWW activities/events within the budget allocated by the Association Executive. Ensure all financial transactions are handled through the Association Treasurer.
 - (d) Create a budget in recognition of money provided in LINC
- 6.3.3 Education Leave Advisory Committee (ELAC)
- 6.3.3.1 ELAC shall be established and meet in accordance with the LINC Agreement.
- 6.3.4 The Communications Committee
- 6.3.4.1 The Communications Committee shall:
- (a) Be appointed by the Association Executive based on applications from the membership.
 - (b) Encourage member engagement.
 - (c) Carryout plans under the guidance of the Association Executive.
 - (d) Foster internal communication and external public relations activities.
 - (e) Maintain a professional standard for all publications of the Association.

Article 7: Duties

7.1 President

7.1.1 The President shall:

- (a) Be the chief spokesperson making representations on behalf of the teachers to the Board of Education, the public, the news media and other organizations when necessary.
- (b) Upon election, assume the role of a councillor.
- (c) Have general supervision of all the activities of the Association.
- (d) Assign councillors to represent staff groups in collaboration with the councillors.
- (e) Call Association meetings.
- (f) In the absence of a Chair, call the first meeting for all Association Committee meetings.
- (g) Prepare agendas, in consultation with the Association Executive, and preside at all Executive meetings, GM, and AGM.
- (h) When acting as chairperson of the Executive meeting, GM or AGM, have the right to cast a vote in the case of a tie.
- (i) Prior to distribution, review the minutes of each Association Executive meeting.

- (j) Preserve and store/archive the minutes of all Association Executive meetings, GMs, and AGMs.
- (k) Store committee binders for distribution to Committee Chairs in the fall and archive digital reports from each Committee Chair.
- (l) Provide each Association Executive member and School Staff Liaison with a copy of the minutes of each Executive meeting, GM and AGM.
- (m) Communicate regularly with school staff liaisons.
- (n) Communicate regularly with all committee chairpersons, with the intent of understanding the workings of the committee.
- (o) Be a regular member of the LINC, WWW Committee and ELAC.
- (p) Attend Board of Education meetings as required.
- (q) Meet with the Director and Central Administrative Council members regularly.
- (r) Assume secretarial duties related to general correspondence of the Association Executive.
- (s) Be vested as a signing authority on cheques issued by the Association.
- (t) Forward Association Executive-approved constitution amendments to the Federation Executive for approval, as per Federation bylaws.
- (u) Distribute proposed changes to the constitution to all members at least 15 days prior to the AGM.
- (v) Inform the Federation of the names of the incoming Association Executive no later than June 15 and forward the names of school staff liaisons to the Federation as soon as they are available in the Fall.
- (w) Inform all Association members of the names of the Association Executive and the LINC no later than September 30 of the new school year.
- (x) Arrange to meet/visit with a school staff or Association member if requested.
- (y) Liaise with Prairie South School Division substitute teachers.

7.2 Past President

7.2.1 The Past President shall:

- (a) State intention to hold the office by May 31.
- (b) Hold the position for one year immediately following their presidential term.
- (c) Be available for advice and guidance.
- (d) Carryout such other duties as deemed necessary by the Association Executive.

7.3 Vice-President

7.3.1 The Vice-President shall:

- (a) Assume duties as determined by the Association Executive.
- (b) Be vested as a signing authority on cheques issued by the Association.
- (c) In the absence of the President, assume the duties of the President.
- (d) In cooperation with the President, assist with the presidential duties.
- (e) Carryout such other duties as deemed necessary by the Association Executive.
- (f) In the event that the President is unable to fulfill their duties, assume the role of the President as per Article 12: Vacancies.
- (g) Support the Elections Coordinator.

7.4 Councillors

7.4.1 Councillors shall:

- (a) Represent their assigned staff groups.
- (b) Communicate with school staff liaisons.
- (c) Provide support to respective staffs.
- (d) Fulfil the duties of councillor as defined by the Federation bylaws in representing the members of the Association.
- (e) Provide collegial support to local members such as how to access Federation support and services that include but are not limited to:

- (i) The Provincial Collective Bargaining Agreement
- (ii) Contracts
- (iii) Superannuation
- (iv) Income continuance
- (v) Sick leave
- (vi) Counselling services
- (vii) Professional conduct
- (viii) Benefit information
- (f) Represent the Association at Federation Council meetings by fulfilling the roles and responsibilities defined in Federation bylaws.
- (g) Keep School Staff Liaisons informed about the work and activities of the Federation.
- (h) Provide representation on committees, as determined by the Association Executive.

7.5 Secretary

7.5.1 The Secretary shall:

- (a) Record the minutes of all Association Executive, GM and AGM meetings.
- (b) Forward the minutes of meetings to the President.
- (c) Carryout such other duties as deemed necessary by the Association Executive.

7.6 Member-at-Large

7.6.1 Member-at-Large (MAL) shall:

- (a) Encourage member engagement.
- (b) Represent the general membership.
- (c) Carryout such other duties as deemed necessary by the Association Executive.

7.7 Treasurer

7.7.1 The Treasurer shall:

- (a) Prepare an annual budget and propose fees, to meet the needs of the Association.
- (b) Provide a copy of the monthly bank statements to all vested signing authorities, who in return shall initial the original copy at the next Association Executive meeting
- (c) Record and store/archive the financial statements of the Association as a permanent record for a period of seven years or as long as STF recommends.
- (d) Provide a back-up copy of the digital financial records to the President on a quarterly basis.
- (e) Receive and deposit all monies payable to the organization and ensure that all authorized payments by cheques are authorized by two signatures as determined by the Association Executive.
- (f) Be responsible for cheques payable for expense vouchers (i.e., Association Executive expenses, meeting expenses) in a timely manner.
- (g) Be vested as a signing authority on cheques issued by the Association.
- (h) Prepare an official expense form to be used by committee chairpersons to maintain financial records.
- (i) Provide a written financial report at each Association Executive meeting.
- (j) Distribute to all members at the AGM a reviewed financial statement of the previous year's accounts.
- (k) Make available all information required by auditors/reviewers for auditing/reviewing at the end of each fiscal year (i.e., August 31).
- (l) As per the LINC Agreement, contact the Human Resources/Payroll department to confirm authorization for automatic monthly withdrawals of Association fees.
- (m) Carryout such other duties as deemed necessary by the Association Executive.

- (n) In the year that the Treasurer is not continuing in this position, they must close the books/records by August 31 and transfer all records under their keeping to their successors in office prior to September 15.

7.7.2 Audit/Review of Treasurer's Records

7.7.2.1 The Association Executive shall appoint an independent auditor/reviewer who shall not be an Association member.

7.7.2.2 The Association Executive shall outline minimum requirements for the audit/review.

7.7.2.3 The audited/reviewed statement shall be presented and approved by the Association Executive and the GM no later than November 30 and presented at the AGM.

7.8 Committee Chairperson

7.8.1 The Committee Chairperson shall:

- (a) Call and chair the committee meetings, inform the President of meetings, retain a copy of all minutes for each meeting.
- (b) Provide leadership in planning, implementing and evaluating the activities of the committee.
- (c) Record committee expenses on an official expense form to be submitted to the Treasurer.
- (d) Attend Federation-sponsored symposia/workshops as related to their position, or, if unable to attend, appoint a substitute from the committee.
- (e) By April 1, submit a proposed budget for the coming year, determined by the current committee, to the Association Executive for approval.
- (f) Prepare a report of the committee's activities, to be presented at Association Executive meetings, the GM and the AGM.
- (g) Carryout such other duties as deemed necessary by the Association Executive.
- (h) In consultation with the Executive Treasurer maintain any budgetary needs that may exist.
- (i) By June 15, copy all records of the committee business to a digital format and send the file to the President as well as provide the hard copy binder to the President for storage.

7.9 School Staff Liaison

7.9.1 School staff liaison shall:

- (a) Be selected at or before the first staff meeting of the school year and have their name forwarded to the President.
- (b) Provide a communication link between the school staff and the Association Executive, and to act as a conduit for provincial Federation communications.
- (c) Attend all GM and communicate pertinent information to the school teaching staff.
- (d) Ensure that a replacement will be present if unable to attend a GM.
- (e) Act on behalf of their teaching staff to report any information or concerns to the Association Executive.
- (f) Provide to the Association Executive a list of preferred association member contact information, if requested.
- (g) Conduct surveys and balloting as directed by the Association Executive and/or Federation.
- (h) Become familiar and encourage use of Federation technological communication avenues.
- (i) Ensure that all mailings from the Federation are distributed
- (j) Attend Federation informational meetings as requested.
- (k) Inform new staff members about the Association and offer an invitation to a GM.

7.10 Election Coordinator

7.10.1 The Elections Coordinator shall follow the Elections Procedure as set out in the Constitution:

Article 8: Release Time

8.1 All release time shall be negotiated through the LINC and reviewed annually by the Association.

8.2 To conduct the affairs of the Association, the Association believes that the President's position entails a secondment, paid according to the President's current placement on the Provincial Collective Bargaining Agreement salary grid.

8.3 Release time paid from Association funds shall be included in annual budget allocations.

Article 9: Terms of Office

9.1 All Association Executive members shall hold office for one year, commencing July 1, with the following exception:

9.1.1 The President serves a three-year term.

(a) The President shall hold the position of President no longer than two consecutive terms.

9.1.2 The LINC Chair serves a three year term.

Article 10: Elections

10.1 Association members, employed under continuing contracts, may be nominated/appointed for open positions on the Association Executive. For the positions of President, candidates must also meet the requirements of 11.2.

10.2 To be eligible for the office of President, a candidate must have served at least one year on the Association Executive during the preceding three years.

10.3 The number of councillors elected shall be determined by Federation bylaws.

10.4 The Elections Coordinator shall obtain and submit nominations for the following positions:

(a) President in accordance with the Terms of Office

(b) Vice-President

(c) Councillors

(d) Secretary

10.5 The Elections Coordinator shall obtain and submit the Declarations of Interest to the Association Executive for the following positions:

(a) Treasurer

(b) Education Leave Advisory Committee

(c) WWW

(d) LINC

(e) Members at Large

(f) Communications Committee

10.6 The Elections Coordinator shall distribute a nomination package to each ~~school~~ Association member no later than March 31st. The package shall include a Nomination/Biography form for elected positions and a Committee/Position Interest Declaration for appointed positions.

10.7 With guidance from the Vice President, the Elections Coordinator shall prepare, an election biography of candidates for distribution.

10.8 Nominations and biographies must be submitted to the Elections Coordinator no later than two weeks prior to the Election.

10.9 Voting by the Association membership shall take place prior to the AGM.

10.10 All voting for elected positions shall be conducted by secret ballot.

10.11 In the event that a position can not be determined because of a tie, a run-off vote between the tied candidates shall take place.

- 10.12 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.

Article 11: Vacancies and Removal from Office

11.1 Vacancies

11.1.1 In the event the office of President becomes vacant, this office shall be assumed by the Vice-President until the next election. The Association Executive may request a secondment for the Vice President to assume the duties of the President from the Prairie South School Board as per the LINC Agreement.

11.1.2 In the event a councillor position becomes vacant, a substitute councillor may be appointed by the President until an election is held.

11.1.3 Any other officer leaving during their term of office will be replaced using the following procedure:

- (a) The Association Executive will call for nominations.
- (b) Upon closure of nominations, the Association Executive will appoint a replacement officer.

11.1.4 In the event that positions on Ad Hoc committees become vacant, these shall be filled by appointment by the Association Executive.

11.1.5 School staff liaison vacancies shall be filled immediately by the election of a new representative by the staff concerned.

11.2 Presidential Leave

11.2.1 Presidential leave shall mean any leave from duties for a period greater than 10 days.

11.2.2 For Presidential leaves greater than 10 days but less than 20 days, the Vice-President shall assume the duties of President and be given access to the Executive Release Time as per the LINC Agreement.

11.2.3 For Presidential leaves greater than 20 days, the Association Executive may request a secondment for the Vice President to assume the duties of the President from the Prairie South School Board as per the LINC Agreement.

11.3 Removal From Office

11.3.1 A motion to remove a duly elected or appointed officer shall only be considered and conducted under the following conditions:

- (a) Subverting the goals of the Association or the Federation.
- (b) Behaving in a manner contrary to the codes and standards of the profession.
- (c) Failing to carry out the duties of the office.

11.3.2 Removal from office shall be considered in accordance with the following provisions:

- (a) A motion to recommend removal of an officer must be approved by 80 percent of the Association Executive as a whole, excluding the officer being considered for removal.
- (b) The motion to remove an Association Executive officer must be presented to the at a GM and approved by not less than two-thirds of members present and voting.
- (c) The notice of the meeting shall state the consideration of a motion to remove an officer.
- (d) The officer whose conduct is in question shall be given notice of the motion not less than 48 hours in advance of a meeting in which the motion is to be considered.
- (e) The officer shall have the right to address the Association Membership and/or the Association Executive prior to the vote.

Article 12: Financial Matters

- 12.1 All out-of-pocket expenses and traveling expenses incurred by the Association Executive, Committee Members and SSLs for services and activities provided at the local level shall be covered according to policies of the Association.
- 12.2 To meet contingencies, the President and one other signatory may, without prior Association Executive approval, expend up to \$500 of Association funds.
- 12.3 Honoraria
- 12.3.1 Upon Association Executive approval, an annual honorarium shall be paid to the Executive members who fulfil their terms of office as per the constitution based on the rates established in the approved budget.
 - 12.3.2 Honoraria shall not be paid to members who are absent 50 percent or more of scheduled meetings (including Association Executive meetings).
 - 12.3.3 Honoraria will be paid to the following Association Executive members based on policies of the Association:
 - (a) Past President (only when participating on the Executive)
 - (b) President
 - (c) Vice-President
 - (d) Councillors
 - (e) Treasurer
 - (f) Secretary
 - (g) LINC Chairperson
 - (h) Members at Large
 - (i) Committee Chairs
 - (j) Substitute Councillor
 - (k) Committee Members
- 12.4 Signing Authority
- 12.4.1 The Treasurer and two other Association Executive members, as appointed yearly by the Executive, shall be vested with signing authority.
 - 12.4.2 Cheques drawn on Association accounts shall be signed by two signatories pursuant to Clause 13.4.1.
- 12.5 The 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 13: Constitutional Amendments

- 13.1 The Constitution of the Association shall be reviewed annually as determined by the Executive.
- 13.2 The Executive will create a committee to review the Constitution. This committee shall update the Constitution in consultation with the Federation staff as required to arrive at a final draft.
- 13.3 The proposed amendments will be reviewed/approved by the Association Executive.
- 13.4 The Constitution will be forwarded to the Federation Executive for review and approval, as per Federation bylaws. This will include a copy showing the changes as well as a final draft with changes made.
- 13.5 The Association Executive will distribute to all members the proposed amendments at least 15 days prior to the AGM. The Association Executive could recommend voting on Constitutional changes at a GM in order to accommodate STF approved changes as soon as possible.
- 13.6 The new Constitution will be voted on at the AGM and will be approved by two-thirds of those present and voting.

Article 14: Association Policies

- 14.1 A policy is a statement of beliefs and/or outlines procedures to be followed.
- 14.2 To ensure that the Association policy remains current, it should be reviewed annually by the Association Executive and amended from time to time when deemed necessary.
- 14.3 Association policies are approved at the GM.

Article 15: Dissolution

- 15.1 In the event that the Association is dissolved, provision shall be made by the Association Executive for the disposition of all assets and all records and archival material.
- 15.2 The Federation shall be informed of the location of the records and archival materials of the Association.