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# **Constitution of the Distance Education Local Teachers’ Association (DELTA) (2024)**

**Approved by the membership: February 16, 2024**  
**Approved by STF Executive: \_\_\_\_\_**

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## **ARTICLE I: NAME**

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

## **ARTICLE II: MEMBERSHIP**

The members of the Distance Education Local Teachers' Association are:

1. Members of the STF employed by the Saskatchewan Distance Learning Corporation.
2. Substitute teachers who have substituted for the Saskatchewan Distance Learning Corporation and have become a member of this local association for the current school year under STF Bylaw 4 (Local Associations), Section 4.3.3.
3. Associate membership may be offered to students in a registered teacher education program, superannuated teachers and others as approved by the Executive. Associate members neither have voting privileges nor are eligible to run for office.

## **ARTICLE III: PURPOSES**

1. It is the purpose of the local association 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.
2. As per STF Bylaw 4, the local association 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**

1. The local association may levy a fee upon its members to support the work of the local association. The amount of any fee must be based on considerations such as contract time and term of contract.
2. All fees to be levied upon its members by the local association must be approved through a vote at a meeting that is open to all members.
3. Every member must pay to the local association any fee that is duly levied.
4. The local association will establish a policy regarding the communication of fees to the membership.
5. Fees will be collected by regular payroll deductions.
6. Fees will be prorated based on contract percentage:
  - a. Teachers employed 51% FTE or more shall pay full fees.
  - b. Teachers employed 50% FTE or less shall pay half fees.
7. Fees paid by substitute teachers and associate members will be defined by the approved budget.

## **ARTICLE V: RULES OF PROCEDURE**

1. All meetings of the local association shall be conducted in accordance with Robert's Rules of Order.
2. Notwithstanding anything contained in this constitution, the Executive may determine that a general meeting, 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.
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 local association consist of the following:

### **1. General Meeting of the Members**

- a. At least two general meetings will be called each year.
  - i. The Annual General Meeting will be held in May or June.
  - ii. A general meeting will be held in November.
- b. The Executive may call for a special meeting if circumstances warrant.
  - i. The President or Executive shall call a meeting if requested in writing by at least 10 percent of the membership.
  - ii. The purpose of the meeting shall be communicated to the membership.
- c. Notice of meetings shall be at least 10 teaching days prior to the general meeting.
- d. The following will occur prior to the Annual General Meeting:
  - i. Election of local association officers as per Article XI
- e. The following will occur at the Annual General Meeting:
  - i. Approve fees and annual budgets
  - ii. Approve proposed amendments to the constitution
  - iii. Receive reports from the executive and councillors
  - iv. Discuss other matters of importance
- f. The following will occur at the general meeting in November:
  - i. Approve audited/reviewed financial statements
  - ii. Approve proposed amendments to the constitution
  - iii. Discuss other matters of importance
- g. Thirty percent of the membership shall constitute quorum for all general meetings.
- h. Notwithstanding Article VI.1.a, the Executive may, in exigent circumstances, delay, postpone or reschedule the general meetings to a date, place and time to be determined by the executive.

### **2. Representative Assembly**

- a. The Representative Assembly shall consist of
  - i. Executive
  - ii. Campus Staff Representatives
  - iii. Other local association members, as approved by the Executive
- b. There shall be a minimum of three assembly meetings per school year.
- c. Authority and responsibilities
  - i. Provide feedback on draft budgets and financial statements for consideration by members
  - ii. Approval of remuneration for local association officers or officials
  - iii. Adoption of policies
  - iv. Consideration of committee reports and recommendations
  - v. Consideration of reports and information from educational partners and the STF
  - vi. Approval of resolutions to be considered by the STF Council
- d. Fifty percent of the assembly members shall constitute quorum for all Representative Assembly meetings.

- e. Notwithstanding Article VI.2.b, the Executive may, in exigent circumstances, delay, postpone or reschedule a meeting of the Representative Assembly to a date, place and time to be determined by the Executive.

### **3. Executive**

- a. The Executive of local association includes the following officers:
  - i. President
  - ii. Vice-President
  - iii. Secretary
  - iv. Treasurer
  - v. Councillor(s)
  - vi. LINC Chairperson
  - vii. Chairperson(s) of standing and ad hoc committees
  - viii. Members-at-large (3)
- b. Duties of the Executive shall consist of:
  - i. Approving the minutes of the local association executive meetings.
  - ii. Determining the date, location, and format of meetings of the executive, representative assembly meetings and general meetings.
  - iii. Attending all executive meetings, representative assembly meetings and general meetings.
  - iv. Managing and regulating all matters pertaining to the local association, subject to limits specified by this constitution.
  - v. Conducting an annual review of the Constitution.
  - vi. Reviewing, as necessary, policies of the local association.
  - vii. Providing an induction for new members of the Federation.
  - viii. Providing recognition for members' superannuation (retirement).
  - ix. Establishment of ad hoc committees and the terms of reference for them.
  - x. Appointing members to standing or ad hoc committees, as deemed necessary.
  - xi. Appointing an Elections Coordinator.
  - xii. Determine the date for the local association elections
  - xiii. Appointing a Treasurer from the association membership
  - xiv. Approve the draft budgets and financial statements for consideration by members
  - xv. Guided by the budget, proposing a membership fee for the following year
  - xvi. Selecting a financial institution to retain all accounts for the Association
  - xvii. Administering the funds of the local association in accordance with the approved budget
  - xviii. Conducting an annual audit/review of the financial records
- c. There shall be a minimum of six Executive meetings per school year.
- d. Fifty percent of the Executive members shall constitute quorum for all Executive meetings.

## ARTICLE VII: COMMITTEES

1. The local association may appoint standing or ad hoc committees that it finds necessary to support the work of the local association.
2. The local association will maintain the following standing committees:
  - a. Local Implementation and Negotiating Committee (LINC)
    - i. The purpose and membership of this committee are described in Article IX: Local Collective Bargaining.
  - b. Communications Committee
    - i. General purpose:
      1. Encourage member engagement
      2. Carryout plans under the guidance of the Executive
      3. Foster internal communication and external public relations activities
      4. Maintain a professional standard for all publications of the local association
    - ii. Be appointed by the Executive based on applications from the membership.
    - iii. The chairperson will be chosen by the committee.
    - iv. Members are appointed for a one year term.
    - v. The committee will meet as required.
3. Ad hoc committees and their terms of reference may be created as necessary by the Executive or representative assembly.

## ARTICLE VIII: LOCAL ASSOCIATION OFFICERS

1. A member may hold more than one position within the local association.
2. The term of an elected officer shall begin on July 1 following the election which the member was elected.
3. ***Notwithstanding Article VIII.2, officers elected for the 2024-25 school year shall assume office one day following the certification of election results by the Elections Coordinator and will have their terms expire on June 30, 2025 (or June 30, 2026 for members elected to two year terms).***
4. All local association officers and committee chairpersons shall transfer all records under their keeping to their successors in office prior to June 30 of each year.
5. The following persons have duties and responsibilities as officers of the local association:
  - a. **President**
    - i. Elected by members.
    - ii. Two year term.
    - iii. Notwithstanding Article VIII.1, the President may not hold any other elected positions.
    - iv. Duties & Responsibilities:
      1. Presides over all its functions, activities and exercises authority as the local association's chief officer.
      2. Represents the Executive and speaks on their behalf.

3. Ensures communications to local association members on the goals and activities established at the STF.
4. Becomes a Councillor upon assumption of duties as President.
5. Acts as the agent of the local association in managing its affairs by:
  - a. Organizing and presiding over executive, representative assembly and general meetings.
  - b. Facilitating leadership development within the local.
  - c. Ensuring the effectiveness of local association committees (is an ex-officio member of all committees).
  - d. Establishing and maintaining effective, two-way communications with members.
  - e. Facilitating the development and implementation of local association policies.
  - f. Facilitating the development and maintenance of local association services to members.
  - g. Cultivating relationships that support the local association and extend the local's influence.
  - h. Refers schools and members in need of advice and assistance from STF senior administrative staff.
  - i. Maintaining an archive of association records in collaboration with the secretary and treasurer.
  - j. Meet with employer administration members as needed.
6. When acting as chairperson of executive meetings, representative assembly meetings or general meetings,
  - a. will not vote but have the right to cast a vote in the case of a tie.
7. Be vested as a signing authority on payments issued by the local association.
8. Appointing a replacement councillor when a councillor is unable to attend the Federation Council meetings.
9. Carryout such other duties as deemed necessary by the Executive.

**b. Vice President**

- i. Elected by members annually.
- ii. One year term.
- iii. Duties & Responsibilities:
  1. Assumes the role of the President when the President is unable to carry out his or her responsibilities by:
    - a. Representing the President at meetings.
    - b. Chairing meetings in the President's absence.
  2. Assists the local association by carrying out responsibilities designated to the office by the President and/or Executive.
  3. Support the Elections Coordinator.
  4. Be vested as a signing authority on payments issued by the local association.

**c. Councillors**

- i. The President becomes a Councillor upon assumption of duties as President.
- ii. The remaining positions, as per STF allocation, are elected by members annually.
- iii. Two year term.
- iv. Duties & Responsibilities:
  1. Attend Council meetings and contribute to the work of the Council, providing the perspective of the local association while acting on behalf of all STF members.
  2. Arranging for a replacement at Council meetings, if unable to attend, through the local association President.
  3. On behalf of the local association membership, elect members to the STF Executive.
  4. Fulfill the duties of Councillor as defined by the Federation bylaws in representing the members of the local association.
  5. Act as a representative of the STF within the local association by:
    - a. Acquiring and providing information to members
    - b. Supporting the development and implementation of STF plans and policies at the provincial level.
    - c. Informing the STF Executive and administrative staff about the needs of local members and developments or issues within the local in consultation with the local association executive.
    - d. Maintaining relationships, both internal and external, that facilitate information gathering on behalf of the STF.
    - e. Offer advice and guidance to local members who need assistance in their professional duties or relationships by:
      - i. Providing collegial support.
      - ii. Linking members with STF senior administrative staff assigned to the local association for support.
  6. Carryout such other duties as deemed necessary by the local association Executive.

**d. Committee Chairs**

- i. Selected by the committee members.
- ii. One year term.
- iii. Duties & Responsibilities:
  1. Contribute to the establishment and maintenance of the committee by:
    - a. Organizing and presiding over committee meetings.
    - b. Recruiting, mentoring and supporting committee members.
    - c. Facilitating the review of committee plans, programs and goals.
    - d. Facilitating training and research related to the committee's mandate.
  2. Prepare a report of the committee's activities, to be presented at Executive meetings and general meetings.
  3. Liaise between the committee and the local, the employer and the STF.
    - a. Preparing required reports or documents on behalf of the committee.



- b. Acting as a means of communication for the committee with respect to policy implications and recommendations.
- 4. By April 1, submit a proposed budget for the coming year, determined by the current committee, to the Executive for approval.
- 5. In consultation with the treasurer, maintain any budgetary needs that may exist.
- 6. By June 15, copy all records of the committee business to a digital format and send the file to the President.
- 7. Carryout such other duties as deemed necessary by the local association Executive.

**e. LINC Chair**

- i. Selected by the committee members.
- ii. One year term.
- iii. Duties & Responsibilities:
  - 1. Has the same role and responsibilities as other committee chairs.
  - 2. Represents the LINC by:
    - a. Maintaining regular contact with the local association executive and the STF during collective bargaining negotiations.
    - b. Speaking on behalf of the LINC to members and school division officials.
    - c. Maintaining relationships with school division officials involved in collective bargaining.
    - d. Assists members in dealing with grievances related to the local collective agreement.
  - 3. Carryout such other duties as deemed necessary by the local association Executive.

**f. Secretary**

- i. Elected by members annually.
- ii. One year term.
- iii. Duties & Responsibilities:
  - 1. Maintains and distributes all records of all general meetings and meetings of the representative assembly and the local association executive.
  - 2. Keeps the constitution of the local association current and makes it available to members.
  - 3. Ensures that members are informed about the business of the local association.
  - 4. Carryout such other duties as deemed necessary by the local association Executive.

**g. Treasurer**

- i. Appointed by the Executive.
- ii. One year term.
- iii. Duties & Responsibilities:
  - 1. Maintains accurate financial records of all monies received and disbursed by the local association.

2. Ensures that a financial review is provided at the general meeting as per Article X.
3. Prepare an annual budget and propose fees, to meet the needs of the local association.
4. Ensure that all vested signing authorities have access to banking records.
5. Record and store/archive the financial statements of the local association as a permanent record for a period of seven years or as long as STF recommends.
6. Provide a back-up copy of the digital financial records to the President on a quarterly basis.
7. Receive and deposit all monies payable to the organization.
8. Ensure that all payments are authorized by the proper signing authority and align to association policy.
9. Be vested as a signing authority on payments issued by the local association.
10. Provide a written financial report at each executive meeting.
11. Prepare and make available all financial records to the individual responsible for the annual review and present the review at a meeting open to all members.
12. Liaise with the Human Resources/Payroll department to confirm authorization for automatic monthly withdrawals of local association fees.
13. In the year that the Treasurer is not continuing in this position, ensure a timely and efficient transfer of records.
14. Carryout such other duties as deemed necessary by the local association Executive.

**h. Members at Large**

- i. Three positions elected by members annually.
- ii. One year term.
- iii. Notwithstanding Article VIII.1, the Members at Large may not hold any other Executive positions.
- iv. Duties & Responsibilities:
  1. Represent the general membership and contribute fully at Executive meetings.
  2. Encourage member engagement.
  3. Carryout such other duties as deemed necessary by the local association Executive.

6. In addition, the following roles must be fulfilled at each school to carry out the work of the local association and the STF. It is advisable for an individual to hold both these roles at the same time in the combined position of staff representative:

**a. Campus Staff Representative**

- i. Chosen by the teachers of the campus in which they are assigned.
- ii. One year term.

- iii. Duties & Responsibilities:
  1. Report to and discuss with campus staff on local association information and issues.
  2. Gather and distribute information as requested by the local association.
  3. Maintain lines of communication with substitute teacher members and members who are on leave.
  4. Convey information regarding teacher concerns and their views to the local association.
  5. Arrange for a substitute Campus Staff Representative from the same campus should they be unable to attend a Representative Assembly meeting.

**b. STF School Staff Liaison**

- i. Chosen by the teachers of the campus in which they are assigned.
- ii. One year term.
- iii. Duties & Responsibilities:
  1. Report to and discuss with campus staff on Federation information and issues.
  2. Gather and distribute information as requested by the Federation.
  3. Convey information regarding teacher concerns and their views to the Federation.

## **ARTICLE IX: LOCAL COLLECTIVE BARGAINING**

1. 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.
2. The role and responsibilities of LINC shall include:
  - a. Presenting information to and obtaining feedback from local association members.
  - b. Developing bargaining proposals with input from members.
  - c. Planning and conducting negotiations in consultation with the Executive.
  - d. Arranging for the ratification of tentative local agreements through a vote of all members of the local association in conjunction with the Executive.
  - e. Liaising with the STF and other LINC’s on matters relating to bargaining.
  - f. Monitoring the implementation of local and provincial collective agreements.
3. The committee consists of six members and the President of the local association.
4. The Executive shall determine how the ratification of a tentative agreement will take place.
  - a. Agreements shall be ratified by an approval vote of fifty percent plus one of the members of the local association voting via a secret ballot.
5. The committee will meet at least once per year.

## **ARTICLE X: FINANCIAL MATTERS**

1. Financial Review
  - a. A qualified individual who is not a member of the local association nor related to a member of the Executive shall be appointed annually to conduct an audit or review of the financial records of the local association and prepare a financial statement.
  - b. The audit or review shall confirm adherence to the standards provided by Chartered Professional Accountants Canada.
  - c. The audit or review shall be approved at a meeting open to all members.
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 emergent expenses of \$1,000.00 or more shall require a two-thirds majority approval by the Executive and Representative Assembly.
3. Signing Authority
  - a. The President, Vice-President and Treasurer shall have signing authority. All payments of monies shall require at least two signatures. Individuals shall not sign for payments to themselves.
4. Release Time
  - a. Release time may be provided to officers through a decision of the representative assembly or general meeting. Release time for officers of the local association is negotiated with the employer through the LINC committee representing the local association.
5. The local association fiscal year shall be from July 1 of the current year to June 30 of the following year.
6. The local association shall establish financial policies that clearly define the administration and 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 XI: ELECTION TO & REMOVAL FROM OFFICE

### 1. Elections

- a. Prior to July 1 of each year, members of the local association will be elected by the general membership to the following positions, for a term of 2 years:
  - i. President
  - ii. Councillors
  - iii. LINC Members
- b. Prior to July 1 of each year, members of the local association will be elected by the general membership to the following positions, for a term of 1 year:
  - i. Vice-President
  - ii. Secretary
  - iii. Members-at-large
- c. Prior to July 1 of each year, members of the local association will be appointed at an executive meeting to the following positions, for a term of 1 year:
  - i. Treasurer
- d. Prior to July 1 of each year, members of the local association will be selected by members of their committees to the following positions, for a term of 1 year:
  - i. LINC Chair
  - ii. Other Committee Chairs
- e. Prior to September 15 of each year, members of the local association will be chosen by the respective schools or groups of members to the following positions, for a term of 1 year:
  - i. Campus Assembly Representative
  - ii. STF School Staff Liaison
- f. Staggered Terms:
  - i. Councillor position terms will be staggered with approximately half of the Councillor positions elected in even years and half in odd years.
  - ii. LINC member terms will be staggered with three members elected in even years and three members elected in odd years.
- g. The procedures for elections of the Executive and LINC members shall be:
  - i. It is intended that elections for positions occur prior to the annual general meeting.
  - ii. An Elections Coordinator shall be appointed by the current Executive prior to the commencement of the election procedures.
    1. The Elections Coordinator shall be a member of the association that is not seeking an Executive position.
  - iii. Election dates will be determined by the current Executive.
  - iv. Procedures for Nomination
    1. Nominations for elected Executive positions will be received by the Elections Coordinator in a digital format. Nominee members will submit:
      - a. The names of two nominating members of the local association.
      - b. A photograph and a brief biography.

- c. An indication of all positions that the member wishes to be considered for.
  - 2. Nominations shall open at least twenty (20) teaching days prior to the annual general meeting.
  - 3. Nominations will close ten (10) teaching days after opening.
  - 4. If a position receives only one nomination, the Elections Coordinator shall declare that member as acclaimed.
  - 5. If a position receives no nominations, the position will open for nominations and a vote at the annual general meeting.
  - 6. Members may allow their name to stand for multiple positions.
    - a. The successful candidate for President will have their name removed from the candidate list for subsequent elections.
    - b. Should a member be elected to both a Member-at-Large and another Executive position, the member will vacate one of the positions. The candidate with the next greatest number of votes for the vacated position will be deemed elected.
- v. Voting Procedures
  - 1. All members of the association are entitled to vote.
  - 2. Elections are conducted by secret ballot.
  - 3. The vote will be held via a digital voting platform chosen by the current Executive.
  - 4. For positions with multiple vacancies, each member shall have as many votes as there are vacancies.
- vi. Voting Dates
  - 1. The election for President shall occur on the first day of voting.
  - 2. The election for all other elected Executive positions and LINC Member positions shall occur on the second day of voting.
  - 3. In the event of a tie, a re-vote amongst the tied candidates shall occur the following teaching day and subsequent elections be postponed by one (1) teaching day.
  - 4. In the event of a tied re-vote, the winner shall be declared by random draw amongst the tied candidates supervised by the Elections Coordinator.
- vii. In the event that an elected position remains vacant after the election,
  - 1. A subsequent election shall be held at the annual general meeting.
- h. The procedures for election at a **general meeting** shall be:
  - i. The election shall be overseen by the Elections Coordinator.
  - ii. Nominations will be accepted from the floor by the Elections Coordinator at the general meeting.
    - 1. Nominations will include the names of two nominating members of the association.
  - iii. If a position receives only one nomination, the Elections Coordinator shall declare that member as acclaimed.
  - iv. Nominees will have the opportunity to address the attendees for one minute.

- v. A vote will be held by secret ballot.
    - 1. In the event of a tie, a re-vote amongst the tied candidates shall occur.
    - 2. In the event of a tied re-vote, the winner shall be declared by random draw amongst the tied candidates supervised by the elections coordinator.
  - i. 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 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.
  - j. ***Notwithstanding Article XI.1.a, for the 2024 election for Councillor positions:***
    - i. For an STF allocation of two Councillors, the one candidate with the most votes will be elected to a two year term with the other position assumed by the President.
    - ii. For an STF allocation of three Councillors, the one candidate with the most votes will be elected to a two year term and the one candidate with the second most votes will be elected to a one year term with the last position assumed by the President.
    - iii. For an STF allocation of four Councillors, the two candidates with the most votes will be elected to a two year term and the one candidate with the third most votes will be elected to a one year term with the last position assumed by the President.
  - k. ***Notwithstanding Article XI.1.a, for the 2024 election for LINC Member positions,*** the three candidates receiving the most votes will be elected to a two year term and the next three candidates receiving the most votes will be elected to a one year term. The President also serves as a LINC member.
  - l. ***For the 2024 elections, references to the “current Executive” in Article XI shall refer to the Transition Committee for Teachers in Saskatchewan Distance Learning.***
2. Replacements and Vacancies
- a. A vacancy is defined as a resignation, removal from office or an unfilled position after the annual general meeting.
  - b. In the event of an extended absence, the executive shall with all deliberate speed appoint a substitute for the position.
  - c. In the event that a councillor is unable to attend a Council meeting, the president shall select a member to replace the absent councillor temporarily.
  - d. In the event of an Executive office becoming vacant,
    - i. For the position of president, the vice president shall assume the role of president and vacate the position of vice president until the next executive election.
    - ii. For the other Executive positions and LINC Members,
      - 1. the Executive shall issue a call for nominations; and,
      - 2. an election shall be held to fill the position at the next representative assembly meeting. The elected member will complete the original term.

- e. Campus assembly representative and school staff liaison vacancies shall be filled immediately by the choosing of a new representative by the campus staff concerned.
- 3. Removal from Office
  - a. A member of the local association executive may be removed from office for:
    - i. Behaving in a manner contrary to the codes and standards of the teaching profession.
    - ii. Failing to carry out the duties of the office.
    - iii. Missing four or more meetings of the local association executive.
  - b. The process for removal shall include the following:
    - i. A notice of motion shall be presented to all local association Executive members at least three working days prior to an Executive meeting.
    - ii. At the Executive meeting, a motion to remove the Executive member must be presented and approved by at least 80 percent of the voting members present.
    - iii. An approved Executive motion to remove an officer requires approval by a simple majority at a general meeting.
  - c. The following conditions shall prevail in all proceedings related to removal from office:
    - i. A notice of motion shall be presented to the local association membership at least three full days ahead of the general meeting.
    - ii. An opportunity shall be provided to the subject representative(s) and to the mover of the motion to address both the Executive and general meeting.
    - iii. No motion of the Executive to remove an association member from office shall stand for over 30 days without the calling of a general meeting.

## **ARTICLE XII: CONSTITUTION AMENDMENTS**

1. Amendments to the local association constitution must be approved by a two-thirds vote of its members present and voting at a general meeting.
2. A notice of motion to amend the local association constitution must be given to members in writing at least ten teaching days prior to the general meeting.
3. Amendments to the local association constitution approved at the general meeting are not effective until approved by the STF Executive.
4. All amendments, provisions, policies and constitutional changes shall be consistent and in accordance with STF legislation, bylaws and policies.

## **ARTICLE XIII: 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 Federation.
2. Provision shall be made for the disposition of any assets possessed by the local association.
3. Provision shall be made for the disposition of records and archival material possessed by the local association.