

Constitution of the Creighton Local Teachers' Association

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Approved by STF Executive, June 12, 2024.

Article 1: Name

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

Article 2: Purpose

- 2.1 The purpose of the Association is 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.
 - (e) Ensure effective representation of members in STF affairs.
- 2.2 As per STF bylaw, the Association shall not make any representation to the provincial government or any member, branch or agency without the explicit approval of the STF Executive.

Article 3: Membership

- 3.1 The members of the Association are:
 - (a) Members of the STF employed by the Creighton School Division No. 111 ("CSD #111").
 - (b) Substitute teachers who have substituted in the CSD #111 and have become a member of the Association for the current school year pursuant to STF bylaws.
- 3.2 Teachers on paid or unpaid leave and who are employed by the CSD #111 continue to have voting privileges.
- 3.3 Substitute teacher members shall have voting privileges on days in which they are employed as a substitute teacher with the CSD #111.
- 3.4 Association members, at a General Meeting and upon the recommendation of the Executive, may grant superannuated teachers honorary membership.

Article 4: 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 Membership fees for teachers on a part-time contract will be prorated according to the ratio of the percentage of the contract of employment in comparison to the school year.
 - 4.2.2 Association fees shall be waived for teachers on paid or unpaid leave.
 - 4.2.3 Membership fees for substitute teachers will be deducted from their month's salary following their membership into the Association.
- 4.3 The Association Executive shall recommend the annual membership fee to the fall General Meeting.
 - 4.3.1 Approval of the majority of members in attendance at the General Meeting is required to approve the fee.
 - 4.3.2 The Association Executive shall determine the fee for an Association and substitute teacher membership.

Article 5: Rules of Procedure

5.1 All meetings shall be conducted in accordance with STF Council procedures.

Article 6: Governance

6.1 General Meeting

- 6.1.1 The business at the General Meeting shall include:
- (a) Approval of fees and annual budgets.
 - (b) Appointment of an auditor.
 - (c) Approving audited financial statements.
 - (d) Approving proposed amendments to the Constitution.
 - (e) Electing Association officers.
 - (f) Approving the honoraria for Association officers.
 - (g) Hearing reports from the Executive and councillors.
 - (h) Any other business referred to it by the Association Executive.
- 6.1.2 Fifteen percent of Association members shall constitute a quorum for a General Meeting.
- 6.1.3 The President shall call a minimum of two General Meetings per school year in which all Association members are encouraged to participate.
- 6.1.4 The Association Executive may call a special General Meeting of the membership through a majority vote of the Executive.
- 6.1.5 Any member in good standing may submit a written request to the Association Executive requesting a special General Meeting. The written request must contain the reason for the request and a requested date of the special General Meeting. If the request is denied by the Association Executive, the member may petition the general membership and, upon receiving 10 percent of the members' votes, may submit the petition to the Association Executive. Upon receiving the petition, the Association Executive must call a special General Meeting.

6.2 Association Executive

- 6.2.1 The Association Executive shall consist of the following positions:
- (a) President
 - (b) Past President
 - (c) Vice-President
 - (d) Councillors
 - (e) LINC Chairperson
 - (f) PD Chairperson
 - (g) Secretary
 - (h) Treasurer
- 6.2.2 Duties of the Association Executive shall consist of:
- (a) Having the responsibility to ensure that the Standing Committees are formed and to appoint other committees as deemed necessary.
 - (b) Arranging the time and place of Association meetings.
 - (c) Organizing and conducting all matters pertaining to the Association, subject to limitations specified by this Constitution and STF policies and bylaws.
 - (d) Proposing an Association fee that is guided by the budget.
 - (e) Comprising the Budget Committee and presenting the annual audited statement to the General Meeting.

- (f) Attending all regularly called meetings. If a member of the Executive is unable to attend an upcoming Executive meeting, the member shall indicate the absence or a possible absence to the President.
- (g) Approve a joint endeavour and the funding available. A joint endeavor is when the Association or a school works with other teacher associations regarding communications, public relations, LINC or other mutually determined topic.
- 6.2.3 The Association Executive must meet a minimum of four times per school year.
- 6.2.4 Fifty percent of the Association Executive shall constitute a quorum for an Executive meeting.
- 6.2.5 Terms of office
 - (a) The President, Vice-President, Councillors, Treasurer, Secretary and LINC Chair shall be elected for two-year terms commencing July 1 and ending June 30.
 - (b) The Past-President shall serve a one-year term for the year immediately following the conclusion of duties as President.
 - (c) The terms of office for all other members of the Association Executive will be from the beginning of the school year to the beginning of the following school year.

Article 7: Committees

- 7.1 Each committee shall appoint its chairperson at the first meeting of each school year.
- 7.2 The chairperson of each committee shall call a minimum of one meeting per school year.
- 7.3 All committees shall have the authority to add to their number during the course of the year upon approval of the Executive.
- 7.4 Considering the membership of Creighton Local Teachers' Association and recognizing the unique scenario of all members working in the same school, the Executive may take on the work of all committees listed below or choose to establish these committees at the Fall Association General Meeting, or on an ad hoc basis.
- 7.5 Terms of office
 - 7.5.1 For all standing committees will be one school year.
 - 7.5.2 For LINC the term of office is for two years commencing July 1 and ending June 30.
- 7.6 The Association Executive may appoint ad hoc committees as it finds necessary to support the work of the association.
- 7.7 Nomination Committee
 - 7.7.1 The Nomination Committee shall:
 - (a) Prepare and present the required slate of officers for the Executive, and the slate of officers of the Convention Committee to a General Meeting according to the provisions of this Constitution.
 - (b) Conduct elections according to the provisions of this Constitution.
 - (c) Conduct by-elections in any instance where a member of the Executive has resigned a position before the completion of the term.
- 7.8 Communications Committee
 - 7.8.1 The Communications Committee shall:
 - (a) Establish and maintain contacts with local media.
 - (b) Develop projects and an information program to positively influence public opinion regarding public education.
 - (c) Act as a communications advisor to the President.
- 7.9 Constitution Committee
 - 7.9.1 The Constitution Committee shall:
 - (a) Meet with the Executive when it reviews the Constitution.

- (b) Incorporate all approved amendments into a new Constitution and circulate copies of the amended Constitution to all Association representatives, Committee members, Executive members, school staffs, to other Association members upon request, and to other individuals or organizations as authorized by the Executive.
- (c) Ensure that a current copy of the Constitution is filed regularly with and approved by the STF.

7.10 Resolutions Committee

7.10.1 The Resolutions Committee shall:

- (a) Encourage Association members to submit resolutions which address teacher concerns locally and provincially.
- (b) Assist in the formulation of resolutions.
- (c) Prepare copies of resolutions for distribution.
- (d) Present all resolutions at the Convention or at other General Meetings of the Association. The Chairperson of the Committee shall preside over the debate.

7.11 Local Implementation and Negotiation Committee (LINC)

7.11.1 The LINC shall:

- (a) Bargain collectively for a local agreement according to the provisions of *The Education Act, 1995*.
- (b) Negotiate arrangements for the payment of membership fees to the Association.
- (c) Report on developments in the negotiation process to the Executive of the Association on a regular basis through the chairperson of the LINC team.
- (d) Ask the President to convene a meeting of all Association members in order to effectively involve them in the negotiation process.
- (e) Hold a vote of members to affirm matters to be bargained.
- (f) Hold a vote of members to ratify a proposed agreement.

7.12 Convention Committee

7.12.1 The Convention Committee shall:

- (a) Organize and conduct all matters pertaining to the Association Annual Convention.
- (b) Have the authority to appoint such subcommittees as it deems necessary.
- (c) Have the authority to defray all expenses incurred in conducting the business of the Convention.
- (d) Set a proposed budget for the Convention.
- (e) Present a progress report to the Association Executive when requested to do so.

7.13 Superannuation Committee

7.13.1 The Superannuation Committee shall:

- (a) Contact the employing school board each year to obtain a list of superannuating teachers.
- (b) Select and book an appropriate facility for the Superannuation Banquet.
- (c) Organize the Superannuation Banquet which shall be held the second Friday in June annually.
- (d) Arrange a gift to be presented to each superannuate on behalf of the Association.
- (e) Send invitations to superannuates and guests.
- (f) Contact the STF with the list of superannuates.

7.14 Scholarship Committee

7.14.1 The Scholarship Committee shall:

- (a) Select the recipient of the Association scholarship.
- (b) Notify the Communications Committee and the Executive of the name of the recipient and the primary reasons why the recipient was selected.

7.15 Professional Development Committee

7.15.1 The Professional Development Committee shall:

- (a) Develop, in consultation with members and the Executive, a list of professional development needs for the members.
- (b) Contact the CSD #111 each year to communicate the list of needs.
- (c) Support the work on the Convention Committee.

Article 8: Officers

8.1 All Association officers and Committee chairpersons shall transfer all records under their keeping to their successors in office.

8.2 The President shall:

- (a) Preside at all meetings of the Association Executive and General Meeting.
- (b) Take general supervision of all work pertaining thereto.
- (c) Automatically, upon election, become one of the councillors representing the Association members.

8.3 The Vice-President shall:

- (a) Assume the duties of the President in the President's absence.
- (b) Assume further duties as assigned by the President.
- (c) Assume the duties of President and councillor to the end of the term when the President resigns or is removed during that term of office.

8.4 The Secretary shall:

- (a) Keep all minutes of all Association General Meetings and Executive meetings.
- (b) Conduct all correspondence for the Association.
- (c) Be responsible for keeping copies of the Constitution with all amendments thereto.
- (d) Be responsible for notifying the members of all General Meetings.
- (e) In September, distribute to each member of the Executive, the names of Association officers and committee members.
- (f) In June, send to the STF the names of Association officers and committee chairs.

8.5 The Treasurer shall:

- (a) Receive, collect and bank all monies and securities of the Association and disburse the same as directed by motion of the Executive or General Meeting.
- (b) With the President, act as joint trustee of all funds.
- (c) Issue receipts prior to February 15 of each year to all members for fees paid.

8.6 The councillors shall:

- (a) Keep the members informed on all matters relative to the STF.
- (b) Be an Executive Liaison with at least one standing committee.

8.7 The LINC Chairperson shall:

- (a) Maintain regular contact with the Association Executive and the STF.
- (b) Maintain relationships with school division officials involved in collective bargaining.
- (c) Assist members in dealing with grievances related to the local collective agreement.

8.8 Committee chairs shall:

- (a) Organize and preside over Committee meetings.
- (b) Recruit, mentor and support Committee members.
- (c) Facilitate the review of committee plans, programs and goals.
- (d) Facilitate training and research related to the Committee's mandate.
- (e) Liaise between the committee and Association, the CSD #111 and the STF.
- (f) Prepare required reports or documents on behalf of the Committee.

8.9 The STF School Staff Liaison shall:

- (a) Arrange for the implementation of Association policy regarding action to be taken in the case of ailing or bereaved members of their staffs.
- (b) Cooperate with all standing committees.
- (c) Act on behalf of all members in a school.
- (d) Inform members of Association and STF activities.
- (e) Be knowledgeable about the Constitution and enter into discussion with members regarding any necessary changes.
- (f) Be prepared to hear grievances pertaining to STF matters, and pass them on to the appropriate personnel including, but not limited to, the Principal, Councillor, Association President, LINC Chairperson, the STF and other appropriate services or resources.

8.10 The Past-President shall:

- (a) Shall serve in an advisory role to the new President and the Executive.

Article 9: Elections

9.1 The elected members of the Association Executive shall be elected in the following manner:

- (a) Each nomination form for a member seeking office must be signed by at least two other members of the Association.
- (b) The Nomination Committee, in conjunction with the Executive, shall set the date of an Association meeting to present nominations. The date of this meeting shall be set prior to June 15.
- (c) The nominations deadline shall be 10 a.m. of the day of the Association General Meeting attending to the election of President and Vice-President.
- (d) At the General Meeting, nominations will be open from the floor for any position that needs to be filled.
- (e) The Nomination Committee shall be responsible for distributing and collecting nomination forms and ballots.
- (f) All elections shall be carried out by secret ballot.
- (g) The person receiving the majority of the votes cast shall be declared elected.
- (h) All Association members are eligible to vote for the positions of President and Vice-President.

9.2 The Nomination Committee shall prepare a ballot for the election of any officer in which the members may vote.

9.3 The chair of the Nomination Committee is responsible for conducting the elections.

9.4 The Chair of the Nomination Committee shall inform the members of the results at the earliest convenient date.

Article 10: Vacancies and Removal From Office

10.1 Vacancies

10.1.1 When the Association President resigns effective mid-term, the Vice-President shall service in such capacity to the end of the term. The Vice-President, as President, therefore also assumes the office of Councillor. However, when the Vice-President is already a councillor, a by-election shall take place in the Professional Region of the new President.

10.1.2 Where a Vice-President is unable to complete the term, the Association Executive shall choose a councillor to fulfil the duties of such office for the remainder of the school year. The Councillor shall retain councillor status. If the resignation occurs in

the first year of the two-year term, members will elect a Vice-President to complete the second year of the two-year term at the General Meeting when the annual election occurs.

10.1.3 Where a Secretary or Treasurer is unable to complete the term, the Executive shall make an appointment to such office for the remainder of the term.

10.1.4 Where a Professional Region Chairperson is unable to complete the term, the councillor of that Professional Region shall service in such capacity to the end of the term. If the councillor was the chairperson, a by-election shall take place in the Professional Region.

10.2 Removal From Office

10.2.1 A member of the Executive may be removed from office for:

- (a) Subverting the goals of the organization.
- (b) Behaving in a manner unbecoming of the profession.
- (c) Failing to carry out the duties of the office.
- (d) Inexcusable non-attendance.

10.2.2 The process for removal shall include the following:

- (a) A notice of motion shall be presented to all Executive members at least three working days prior to an Executive meeting.
- (b) 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.
- (c) An approved Executive motion to remove an officer requires approval by a simple majority at a General Assembly meeting.

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

- (a) A notice of motion shall be presented to the 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 Executive and General Assembly.
- (c) No motion of the Executive to remove from office shall stand for over 30 days without the calling of a General Assembly.

Article 11: Local Collective Bargaining

11.1 The LINC shall negotiate collective agreements with the employers of Association members in accordance with *The Education Act, 1995* by:

- (a) Developing bargaining proposals with input from members.
- (b) Ratifying the asking package by conducting a vote of all Association members.
- (c) Planning and conducting negotiations.
- (d) Arranging for the ratification of tentative local agreements through a vote of all members of the local.
- (e) Liaising with the STF and other LINC's on matters related to bargaining.
- (f) Monitoring the implementation of local and provincial collective agreements.

11.2 The LINC shall select a chairperson at the first meeting following the election.

11.3 Should a LINC member resign during the member's term, an election to replace the member for the remainder of the term shall be called.

11.4 The local collective bargaining agreement must be approved by a majority vote of all voting Association members.

Article 12: Financial Matters

- 12.1 Expenses will be determined per Association policy approved at a General Meeting.
- 12.2 The Association fiscal year shall be from September 1 to August 31 of the following year.
- 12.3 The Association Executive shall select three positions to have signing authority for financial transactions. At least two signatures are required on all payments.
- 12.4 All expenses require Association Executive approval prior to payment, unless designated to another individual by the Association Executive.
- 12.5 An individual who is not a member of the local association shall be appointed annually to conduct an audit or review of the financial records of the local association and prepare a financial statement.
- 12.6 The audit or review shall confirm adherence to the standards provided by Chartered Professional Accountants Canada.
- 12.7 The audit or review shall be approved at a meeting open to all members.

Article 13: Constitutional Amendments

- 13.1 Proposed amendments shall be made in writing, signed and handed to the Constitution Committee.
- 13.2 The proposed amendments must be received by the Constitution Committee a minimum of two weeks prior to any Association meeting.
- 13.3 The Constitution Committee shall serve notice of motion at the first General Meeting after receiving amendments.
- 13.4 A vote shall be taken on the amendments at the next General Meeting.
- 13.5 Amendments shall be carried by a two-thirds majority of all members present and voting.
- 13.6 Such amendments shall extend to all sections of the Constitution which are affected by such an amendment.
- 13.7 The Constitution shall be forwarded to the STF Executive for review and approval, as per STF bylaws.

Article 14: Dissolution of the Association

- 14.1 Dissolution of the Association shall occur when there is no longer a need for this specific Association.
- 14.2 The General membership shall determine by a vote at a General Meeting the disposition of any assets remaining in Association accounts after all obligations are paid.