

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.



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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 provision of *The Education Act, 1995*.
 - (d) Ensure effective communications within their membership and with the Federation.
 - (e) Ensure effective representation of members in Federation affairs.
 - (f) Advance the interests of local members through engagement with the employer(s)
- 2.2 The Association shall not make any representation to the federal or provincial government or any member of the parliament or legislature, or branch thereof, without the explicit approval of the STF Executive.
- 2.3 The Association shall act in a manner aligned to the collective interests of the teaching profession in Saskatchewan.
- 2.4 The Association shall not communicate publicly its opposition to Federation or other local association strategic initiatives.

Article 3: Membership

- 3.1 The members of Association are:
- (a) Regular members of the Federation as per Federation Bylaws employed by the Prairie South School Division No. 210, referred to hereafter as "PSSD".
 - (b) Substitute teachers who have substituted in PSSD for the current school year. Substitute teachers retain full membership rights within the local association.
 - I. Substitute teachers have the right to attend Association meetings and events and may vote.
 - (c) Additional members as per Federation Bylaw, shall be granted membership provided they hold a valid Saskatchewan teacher's certificate and are employed by any independent school or Band School affiliated with PSSD

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 (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.

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, 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 Twenty members who hold voting privileges, must be present to constitute quorum for all GMs (in-person and virtual).
- 5.3.4 As deemed necessary, a GM shall be called by the President or the Association Executive.
- 5.3.5 The President or Association Executive shall call a meeting if requested in writing by at least 10 percent of the membership.
- 5.3.6 The purpose of the meeting shall be communicated to the membership.
- 5.3.7 Voting at meetings shall be by a show of hands, unless otherwise requested.
- 5.3.8 Presentation and approval of the current reviewed/audited financial statements shall occur at the General Meeting.
- 5.3.9 GM refers to meetings of the general membership of the Association that do not involve business associated with the Annual General Meeting.
- 5.3.10 Notwithstanding 5.3.9, 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 25 annually.
 - 5.4.3 Quorum is defined as:
 - (a) Electronic – 50 members who hold voting privileges.
 - (b) In-person – 25 members who hold voting privileges.
 - 5.4.4 The AGM shall be chaired by the President.
 - 5.4.5 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 of the current reviewed/audited financial statements.

- (e) Approve through a single resolution, the budget and required fees for the incoming year.
- (f) Approval of amendments to the Constitution.
- (g) Any other business as determined by the Association Executive.

5.4.6 Once quorum has been met, a simple majority is required to pass a motion.

5.4.7 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 as determined by STF bylaw.
- (e) Secretary
- (f) Chairpersons of Standing Committees:
 - i. Local Implementation and Negotiation Committee (LINC)
 - ii. Wellness Committee
 - iii. Communications Committee
- (g) Members-at-Large as appointed by the Association Executive
- (h) Treasurer
- (i) Past Treasurer
- (j) Ad Hoc Committee Chairperson (non-voting members)

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) Executive must meet a minimum of six times per school year as well as 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 replacement councillor when a councillor is unable to attend the Federation's Councillor Conference, Special Meeting of Council of 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) Approve a qualified professional to conduct an annual audit/review of the financial records.
- (s) The executive shall ensure that the following are satisfactorily prepared, maintained and made available to the Federation upon request:
 - i. Financial records of the local association.
 - ii. Records of minutes of local association meetings.
 - iii. Contingency plans for vacancies in executive roles
- (t) The Prairie South Teachers' Association shall have a policy addressing local association executive members' conduct in alignment with the STF Executive Code of Conduct.
- (u) Engage with School Division in an annual process to ensure teacher voice in the allocation of the Class Complexity Fund.

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 not 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 minimum of one, but not to exceed two, 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 Federations' 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 Past LINC Chair may sit on the committee in an advisory role for one-year immediately following their term. They must state their intention to hold the position by May 31.

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

6.3.1.4 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.

6.3.1.5 The Committee shall select a Chairperson, who shall serve a three-year term.

6.3.1.6 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 do succession planning with the current LINC and if necessary, select a chair.
- (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) Shall seek guidance from the Federation on matters concerning the negotiation and implementation of the local collective bargaining agreement.
- (g) The LINC shall establish an Emergent Issues Committee as per the Local Agreement.
- (h) In case of a grievance, the procedure will follow the process as per the Local Agreement.

6.3.1.7 Voting Procedure

- (a) The Association Executive shall determine how the ratification will take place.
- (b) Contracts shall be ratified by a simple majority.

6.3.2 Wellness Committee

6.3.2.1 The Wellness Committee 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 Wellness activities/events within the budget allocated by the Association Executive. Ensure all financial transactions are handled throughout 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 application 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 member 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 a 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) Update 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 Chairs, with the intent of understanding the workings of the committee.
- (o) Be a regular member of the LINC, Wellness 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.
- (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.
- (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 11: Vacancies.
- (g) Support the Elections Coordinator.

7.4 Councillors

7.4.1 Councillors shall:

- (a) Provide support to their assigned member groups.
- (b) Communicate with School Staff Liaisons.
- (c) Fulfil the duties of councillor as defined by the Federation bylaws in representing the members of the Association.
- (d) 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. Understanding contracts
 - iii. Superannuation
 - iv. Long-term Disability
 - v. Sick leave
 - vi. Member and Family Assistance Plan
 - vii. Professional conduct
 - viii. Benefit information
- (e) Represent the Association at Federation Council meetings by fulfilling the roles and responsibilities defined in Federation bylaws.
- (f) Keep School Staff Liaisons informed about the work and activities of the Federation.
- (g) 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 and bank reconciliations 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 are authorized by two signatures as determined by the Association Executive.
- (f) Be responsible for payment of expense vouchers (i.e., Association Executive expenses, meeting expenses) in a timely manner.
- (g) Be vested as a signing authority.
- (h) Prepare an official expense form to be used by committee chairperson 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., July 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 transfer all records under their keeping to their successors in office prior to July 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 audit or review shall confirm adherence to the standards provided by Chartered Professional Accountants Canada.

- 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 Past Treasurer

7.8.1 The Past Treasurer shall:

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

7.9 Committee Chairperson

7.9.1 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, 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.

7.10 School Staff Liaison

7.10.1 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.

7.11 Election Coordinator

7.11.1 The Election 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.
 - 9.1.2 The LINC Chair serves a three-year term.

Article 10: Elections

- 10.1 Association members may be nominated/appointed for open positions on the Association Executive. For the position of President, candidates must also meet the requirement of 10.2.

- 10.2 To be eligible for the office of President and Vice-President, a candidate must have served at least one year on the Association Executive during the preceding three years and employed under a continuing contract.
- 10.3 Councillors
- 10.3.1 The number of councillors elected shall be determined by Federation bylaws.
- 10.3.2 Members under contract may be eligible.
- 10.3.3 One Councillor position may be reserved and elected for a substitute teacher. If no substitute teacher is nominated, the position will be filled by a contract teacher.
- 10.4 The Elections Coordinator shall obtain and submit nominations for the following positions:
- (a) President in accordance with the Terms of Office and in accordance with 10.2
 - (b) Vice-President in accordance with 10.2
 - (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) Educational Leave Advisory Committee ELAC
 - (c) Wellness Committee
 - (d) LINC
 - (e) Members-at-Large
 - (f) Communications Committee
- 10.6 The Elections Coordinator shall distribute a nomination package to each Association member no later than March 31. 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 circumstance 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 replacement 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 contract days.
- 11.2.2 For Presidential leaves greater than 10 contract days but less than 20 contract 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 contract 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 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 Meeting.
- b) An opportunity shall be provided to the subject representative(s) and to the mover of the motion to address both the association and the General Meeting.
- 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 Meeting.
- d) The notice of the meeting shall state the consideration of a motion to remove an officer.

11.3.2 The process for removal shall include the following:

- a) A notice of motion shall be presented to all association executive members at least three contract 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 members present.
- c) An approved association executive motion to remove an officer requires approval by a simple majority at a General Meeting.

Article 12: Financial Matters

12.1 All out-of-pocket expenses and traveling expenses incurred by the Association Executive, Committee Members and SSLs for service 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) Past Treasurer (only when participating on the Executive)
 - (g) Secretary
 - (h) LINC Chairperson
 - (i) Past LINC Chairperson
 - (j) Members at Large
 - (k) Committee Chairs
 - (l) Replacement Councillor
 - (m) 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 Payments drawn on Association accounts shall be signed by two signatories pursuant to Clause 12.4.1.
- 12.5 The Association shall establish financial policies that clearly define the 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 voting.
- 13.7 The new Constitution shall come into effect on approval by the STF Executive of the Federation and no amendments shall be effective until approved by the STF Executive.

Article 14: Association Policies

- 14.1 A policy is a statement of beliefs and 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 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, all records and archival material.
- 15.2 The Federation shall be informed of the location of the records and archival materials of the Association.