

The Constitution
OF
L'ASSOCIATION LOCALE DES ENSEIGNANTES ET DES ENSEIGNANTS FRANSAKSKOIS
OF THE
SASKATCHEWAN TEACHERS' FEDERATION

In the event of any disagreement between the French and English version of this Constitution, the French version is deemed the official document and prevails.

ARTICLE I: NAME

The name of this local association of the Saskatchewan Teachers' Federation (STF) is ASSOCIATION LOCALE DES ENSEIGNANTES ET DES ENSEIGNANTS FRANSAKSKOIS (ALEF). ALEF's constitution, by-laws and policies comply with the Teachers' Federation Act, 2006 and the STF by-laws and policies.

ARTICLE II: MEMBERSHIP

ALEF members are :

1. Every teacher who is a regular member of the Federation as per STF Bylaw 1.1 (Regular Members) shall be a member of the local association representing members in the jurisdiction in which that teacher is under contract.
2. Every substitute teacher shall be a member of a local association in a jurisdiction in which the substitute teacher teaches.

ARTICLE III: OBJECTIVES AND PURPOSE

1. It is the purpose of ALEF to:
 - a. Promote STF objectives at the provincial and local levels.
 - b. Support members' professional growth.
 - c. Collectively negotiate a local agreement on behalf of the members, subject to the local bargaining provisions of the Education Act, 1995.
 - d. Ensure effective communication between members and with the STF.
 - e. Advance the interests of local members through engagement with the employer(s).
 - f. Ensure effective member representation in STF affairs.
 - g. Communicate the specific needs of the C  F.
2. ALEF shall not make any representation to the federal or provincial government or any member of the parliament or legislature, or branch or agency thereof, without the explicit approval of the STF Executive.
3. ALEF shall not act in a manner contrary to the collective interests of the teaching profession in Saskatchewan.

4. ALEF shall not communicate publicly its opposition to the Federation or other local association strategic initiatives.

ARTICLE IV: MEMBERSHIP

1. ALEF may levy fees on its members to support the work of the local association. The amount of any fees must be based on factors such as time worked, length of contract and agreements with members who are associate members of STF.
2. All fees imposed on members by ALEF must be approved by a vote at a meeting open to all members.
3. Each member must pay to ALEF all fees duly levied.
4. Any member who is a substitute teacher will have his or her dues set at \$0 but will be required to pay the ALEF convention fee.
5. If a teacher starts teaching later in the year, his or her contribution will be deducted from his or her second paycheck.
6. The amount of the annual fee to be paid by each member will be determined each year at the Annual General Meeting. Any change in the annual fee takes effect during the following school year.
7. ALEF members' employment insurance reimbursements provided to CÉF will be paid to ALEF.

ARTICLE V: MEETING PROCEDURES

1. All ALEF meetings must follow the procedure of a deliberative assembly (Code Morin).
2. Notwithstanding anything contained in this Constitution, the Executive may decide that a General Meeting, a meeting of the ALEF Liaison Committee or a meeting of the Executive shall be held entirely by telephone, electronic or other means of communication. If such a meeting is to be held, the Executive shall, notwithstanding anything contained in this constitution, establish procedures for its conduct, including, but not limited to, procedures for voting by telephone, electronic or other means of communication. The procedures shall be communicated to participants prior to the start of the meeting.
3. The Executive may authorize absent individuals to attend meetings held in person by electronic means.
4. The language used at ALEF meetings is French.

ARTICLE VI: ORGANIZATION AND GOVERNANCE

ALEF's governing bodies are as follows:

1. Annual General Meetings
 - a. ALEF must hold at least one general meeting a year.

- i. The Executive determines the place, date and time of the Annual General Meeting (AGM).
 - ii. Notice will be given to members one month prior to the AGM.
 - iii. The meeting will be open to all ALEF members and AGM guests.
 - iv. The following items are on the agenda:
 - 1. Annual budget report
 - 2. President's report
 - 3. Committee reports
 - 4. Proposed amendments to the constitution
 - 5. Proposed resolutions
 - 6. An audited or revised financial report
 - 7. the election of the President, Vice-President, LINC Chair and the necessary number of Councillors as indicated in STF By-law 2 (Article 2.3 - Representation)
 - 8. Councillors' report
 - 9. Appoint the financial auditor.
 - 10. Set fees for next year.
 - v. The AGM agenda will be divided into two parts, a consent agenda and an active agenda.
 - vi. The Executive will determine which items on the AGM agenda are appropriate for the consent agenda.
 - vii. The consent agenda, with all documents required for the items on it, will be sent to members at least seven days before the meeting.
 - viii. During the AGM, members shall approve the budget and required fees in a single resolution.
 - ix. At the meeting, any item on the consent agenda will be removed from the consent agenda and placed on the active agenda if requested by a member.
 - x. Voting on any resolution or proposed amendment is by a show of hands or by electronic means at the discretion of the Executive, depending on the circumstances.
 - xi. Any resolution will require the support of the majority of members present and voting to be adopted.
 - xii. Quorum for this meeting will be 50% of ALEF members.
- b. General meetings as needed.
 - i. The Executive will set the place, date and time of meetings.
 - ii. At least one week's notice of the general meeting.
 - iii. General meetings are open to ALEF members and guests.
 - iv. Quorum for this meeting will be 50% of ALEF members.

2. The Liaison Committee

- a. The liaison committee will be made up of the Executive and a representative from each school.
- b. Each school will appoint a representative within the first two weeks of the school year.
- c. The Liaison Committee's responsibilities are as follows:
 - i. Communicate with ALEF members and ensure communication between the Executive and its members.
 - ii. Name a negotiation team.

- iii. Plan the AGM.
 - d. The President will convene at least two Liaison Committee meetings per year.
 - e. At least one week's notice will be given for liaison committee meetings.
 - f. The quorum for these meetings will be 50% of the number of committee members.
3. The ALEF Executive
- a. The Executive will be organized as follows:
 - i. President elected for a 1-year term.
 - ii. Vice-President, elected for a 1-year term.
 - iii. the necessary number of councillors as indicated in STF By-Law 2. (Article 2.3 - Representation), elected for a one-year term.
 - iv. the LINC Chair, elected for a 1-year term.
 - v. the Secretary appointed by the President for a 1-year term.
 - vi. the Treasurer, appointed by the President for a 1-year term.
 - vii. the outgoing president, for a 1-year term.
 - viii. the Professional Development Chair appointed by the Executive for a 1-year term of office.
 - ix. the Communications Chair, appointed by the Executive for a 1-year term of office.
 - b. The appointed members of the Executive - Secretary, Treasurer, Professional Development Chair and Communications Chair - will be named in the minutes of the first meeting of the Executive following the start of their term.
 - c. If an elected member of the Executive other than the President is unable to complete their term of office, the Executive will appoint a replacement, following consultation with the members of the Liaison Committee, until the next Annual Meeting, and will notify the members within 30 days. At the annual meeting, an election will be held to fill the vacant seat.
 - d. Executive members elected at the Spring General Meeting will begin their term on July 1 of the same year.
 - e. The Executive meets at least six times a year.
 - f. At least one week's notice is required for meetings.
 - g. The quorum for these meetings is 50% of the members of the Executive.
 - h. All members of the ALEF Executive must adhere to the STF Executive's code of conduct.
 - i. 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.

ARTICLE VII: COMMITTEES

- 1. ALEF may appoint such standing or special committees as may be necessary to support the work of ALEF.
- 2. ALEF maintains the following standing committees:
 - a. Local Implementation and Negotiating Committee (LINC)
 - i. The LINC will negotiate the local collective agreement under the direction of the LINC Chair and the ALEF Executive.

- ii. Membership
 - 1. If there are openings on the LINC, or if the term of current LINC members expires, at the AGM an announcement will be made to solicit names of members interested in serving on the LINC.
 - 2. At the first Executive meeting following the AGM, the Executive will appoint the members of the LINC.
 - 3. LINC members will begin their term on July 1 of the current school year.
 - 4. The term of office for members of the LINC is one year.
 - 5. The names of the members of the LINC will be communicated to members by July 1.
 - b. Nominating Committee
 - i. Sends a notice of nomination one month before the AGM.
 - ii. Receives nominations for seats where an election will be held.
 - iii. Accept only nominations duly proposed, supported and signed by the nominee.
 - iv. Presides over the election period.
 - v. Presents the list of candidates for the Assembly.
 - vi. Accept nominations from the floor.
- 3. ALEF has representatives on the following standing committees
 - a. Related Experience Committee, established by the Provincial Collective Bargaining Agreement.
 - b. Consultation committee, established by local collective agreement, 2 members.
 - c. Scholarship Committee, established by local collective agreement, 2 members.
 - d. Grievance committee, established by local collective agreement, 2 members.
 - e. Reference committee, established by local collective agreement, 1 rural member, 1 urban member.
 - f. Professional Development Committee, 4 members (2 directors, ALEF Professional Development Chair and 1 other member)
- 4. ALEF may also have representatives on temporary committees established by the Executive or by the Executive in cooperation with the CÉF.
- 5. Any request for an ALEF representative on a committee established by the Ministry of Education must go through the STF.
- 6. In September of each year, the Executive will send a notice to members asking for the names of members interested in sitting on each committee on which ALEF has one or more representatives.
- 7. Each school with at least five teachers will provide the name of at least one member willing to sit on a committee.
 - a. No later than October 31 of each year, the Executive will review the names of persons of interest received and appoint representatives to each committee.
 - b. When selecting representatives for the various committees, the Executive will strive for an equitable distribution of representatives between Saskatoon schools, Regina schools, other northern schools and other southern schools.
 - c. Appointed representatives will have a one-year term.

- d. The names of the representatives appointed by the Executive are recorded in the minutes of the Executive meeting.
- e. The names of the representatives appointed to each committee will be communicated to members by memo, within a maximum of 30 days of the appointment decision.

ARTICLE VIII: OFFICERS

1. A member may hold more than one office within ALEF.
2. All ALEF officers and committee chairpersons pass on all documents in their custody to their successors by June 30 of each year.
3. President
 - a. Presides at all meetings of the Executive, Liaison Committee and General Meetings, or appoints a delegated meeting chair.
 - b. Is a regular member of all committees.
 - c. Prepares the necessary reports.
 - d. Shared signing authority for all financial matters.
 - e. Organizes meetings.
 - f. Is the official spokesperson for ALEF.
 - g. Ensures effective communication between members, representatives, Executive, Liaison Committee, STF and CÉF.
 - h. Ensures that accounting records are audited annually.
 - i. Initiates new Executive, Liaison Committee and STF members.
 - j. Is a counsellor if willing and able to take on this responsibility.
4. Vice-President
 - a. Assists the President in their duties and, if necessary, represents them at the latter's request.
 - b. In the event of the President's absence, refusal or inability to act, replaces the President, assumes their duties and exercises their powers. Under no circumstances, however, may they take such a decision alone; they must have received a mandate to do so from the Executive.
 - c. Carries out any other tasks assigned by the Executive.
 - d. Presents a report at the Annual General Meeting.
5. Secretary
 - a. Reports on meetings of the General Meeting, Executive and Liaison Committee.
 - b. Drafts and signs minutes of General Meeting meetings and distributes them.
 - c. Supervises the drafting, distribution and safekeeping of correspondence.
 - d. Ensures that notices of meetings and other notices reach the Executive and ALEF members.
 - e. Performs all other tasks assigned by the President.
 - f. Keeps the Constitution up to date and ensures that members have a copy in their school.
 - g. Keeps a list of members in good standing.
 - h. With the exception of financial matters, is responsible for the safekeeping of archives, documents and registers.

- i. Ensures that the minutes from all meetings are prepared, stored and made available to the STF as required.
- 6. Treasurer
 - a. Is responsible for ALEF's financial affairs.
 - b. Is responsible for keeping books and documents relating to financial operations up to date.
 - c. Signs cheques and shares signing authority with the President or any other person authorized for this purpose.
 - d. Is responsible for depositing all ALEF receipts at a credit union or chartered bank.
 - e. Presents the proposed budget at the AGM.
 - f. Prepares the annual financial report at the end of the fiscal year.
 - g. Takes all necessary steps to have the financial statements of ALEF audited annually at the end of the fiscal year by a legally qualified auditing firm recommended by the members at the Annual General Meeting.
 - h. Is responsible for the safekeeping of all ALEF accounting documents.
 - i. Provides a financial report with statement of accounts at each Executive meeting.
 - j. Ensures that all financial documents are prepared, stored and made available to the STF as required.
- 7. The Councillors
 - a. Respond to members' requests and, if necessary, refers them to the STF.
 - b. Is informed on STF steps when assisting members.
 - c. Attend STF meetings as a delegate.
 - i. If a councillor is unable to attend an STF meeting, the Executive shall appoint a replacement councillor to fulfill the responsibilities of the councillor during the meeting.
 - d. Forwards resolutions to STF for Council's consideration.
 - e. Supports the ALEF President in promoting STF policies.
 - f. Initiates pressure tactics with members of the legislative assembly as needed.
 - g. Follows appropriate conflict procedures.
 - h. Prepares a report for the Annual General Meeting.
- 8. LINC Chair
 - a. Selects and publicizes the procedure selected for negotiation under the 1995 Education Act.
 - b. Coordinates the LINC.
 - c. Knows members' expectations of the local collective agreement.
 - d. Informs members of the progress of negotiations.
 - e. Oversees the interpretation or application of the local collective agreement and the provincial collective bargaining agreement.
- 9. Professional Development Chair
 - a. Participates in planning the annual convention by suggesting workshops to be offered.
 - b. Promotes the various conferences, courses, training sessions and workshops available in and outside the province, in line with the requests and needs of ALEF members.

10. Communication Chair

- a. Facilitates ALEF's internal and external communications, with the approval of the ALEF Executive.
- b. Maintains the ALEF website and Facebook page.

11. School liaison

- a. Informs teaching staff of ALEF and STF activities.
- b. Forwards teacher feedback to the appropriate source.
- c. Actively participates in ALEF and STF activities.

12. The outgoing president

- a. Acts as a resource person on the Executive.
- b. Participates in Executive meetings.

ARTICLE IX: LOCAL COLLECTIVE BARGAINING

- 1. ALEF maintains a bargaining committee with the authority to negotiate local collective agreements in accordance with the provisions of the 1995 Education Act.
- 2. Procedures for ratifying a local agreement
 - a. When the LINC believes it has reached a good agreement with the CÉF, the LINC will share and discuss it with the ALEF Executive and the STF before accepting it as a tentative agreement. ALEF will seek advice from the STF on matters concerning the negotiation and implementation of their local collective bargaining agreement.
 - b. When an agreement is accepted as tentative, a complete copy of the agreement will be provided to all ALEF members.
 - c. There will be a minimum 15-day delay between the tentative agreement being sent to all members and the vote.
 - d. Any substitute teacher who has duly notified the ALEF President of their choice to be an ALEF member by September 30 will be entitled to vote.
 - e. Voting procedures will be set out in ALEF policies.
 - f. A tentative agreement will be accepted if it receives the support of the majority of members.

ARTICLE X: FINANCIAL MATTERS

- 1. Financial review
 - a. A person who is not a member of ALEF will be appointed annually to conduct an audit or review of the association's financial records and prepare a financial statement.
 - b. The audit or review must comply with the standards established by the Chartered Professional Accountants of Canada.
 - c. The audit or review is approved at a meeting open to all members.
- 2. Compensation and expenses
 - a. Remuneration may be granted to ALEF officers by decision of the General Meeting.
 - b. The Executive reimburses ALEF officers and members for expenses incurred in connection with ALEF business, in accordance with rates and policies approved by the Liaison Committee or General Assembly.
 - c. All expenses must be approved by the Executive before being paid, unless the Executive appoints another person to approve such expenses.

- d. Motions involving expenses of \$1,000 or more must be approved by a two-thirds majority.
- 3. Signing authority
 - a. Three members of the Executive will have cheque-signing authority: the President, the Treasurer and one other member of the Executive as determined by the Executive at the first meeting of the year.
 - b. All payments require at least two signatures.
 - c. Individuals will not sign payments intended for them.
- 4. Release time
 - a. A decision of the Liaison Committee or the General Meeting may allow ALEF officers to benefit from release time. Release time for ALEF officers is negotiated with the CÉF through the ALEF negotiations committee.
- 5. ALEF's fiscal year runs from July 1 of the current year to June 30 of the following year.
- 6. ALEF establishes financial policies that clearly define the administration and management of expenses, conflicts of interest, payments and other matters, to ensure transparent and accountable financial practices based on generally accepted accounting principles.

ARTICLE XI: ELECTIONS AND REMOVAL OF AN ASSOCIATION OFFICER

- 1. Elections
 - a. Before July 1 of each year, ALEF members are elected by the General Meeting to the following positions, for a one-year term:
 - i. President
 - ii. Vice-president (President-elect)
 - iii. Councillors
 - iv. LINC Chair
 - b. Before July 1 of each year, ALEF members will be elected by the respective schools or groups of members to the following positions, for a one-year term:
 - i. STF School Staff Liaison
 - c. Each member has the right to vote by secret ballot in the election of members of the Executive. For each election, each member receives one vote for each vacant seat on the Executive.
 - d. Elections are by secret ballot.
 - e. If only one candidate stands for a position, they are declared elected by acclamation.
 - f. In cases where the election of Executive members cannot take place before the expiry of the term of office of Executive members, Executive members (and Councillors) whose term of office is due to expire will have their term of office extended until after the General Meeting of members at which the regular election will take place.
- 2. Replacements and vacancies
 - a. If a member of the Executive is unable to complete their term, the Executive will appoint a member to fill the vacancy until the next General Meeting, at which time an election will be held for that position.

3. Dismissal of an Executive member
 - a. A duly elected member of the Executive may be removed from office for serious offenses, such as:
 - i. Behaviour contrary to the codes and standards of the teaching profession.
 - ii. Failure to meet the duties of their position.
 - iii. Behaviour contrary to the STF Executive conduct policy.
4. The dismissal of a member of the Executive is carried out in accordance with the following procedures:
 - a. A notice requesting the removal of this member is presented to the Executive at least three full days before an Executive meeting.
 - b. At the Executive meeting, the Executive member's request for removal must be presented and approved by at least 80% of the voting members present.
 - c. The request for dismissal approved by the Executive must be brought to the members at a general meeting for a vote. The member will be dismissed with the support of the majority of voting members present.
5. The following conditions prevail in all dismissal proceedings:
 - a. A notice is presented to ALEF members at least three full days before the General Assembly.
 - b. Both the Executive member in question and the member requesting dismissal will have the opportunity to address the Executive and the General Assembly.
 - c. No notice by the Executive to dismiss a member of the Executive may be maintained for more than 30 days without a meeting of the General Assembly.

ARTICLE XII: CONSTITUTION AMENDMENTS

1. Amendments to the Constitution must be approved by two-thirds of the members present and voting at a general meeting.
2. Any member of ALEF has the right to submit to the secretary, in writing at any time, a proposed amendment to the Constitution.
3. The secretary sends a copy of the proposal to all ALEF members at least 7 days before the Annual General Meeting.
4. Amendments to the Constitution approved at the General Meeting are not in force until they have been approved by the STF Executive.
5. All amendments, provisions, policies and changes to the Constitution must be consistent and in conformity with the legislation, regulations and STF policies.

ARTICLE XIII: DISSOLUTION OF THE ASSOCIATION

1. ALEF may be dissolved by a vote of 80% of the members and/or by a resolution of the STF Executive.

2. The disposition of the association's assets will be determined by the Executive.
3. All the association's financial records and archives will be preserved.
4. The STF will be notified of the storage location of the dissolved association's archives and financial records.