

Holy Trinity Teachers' Association
2026 Constitution
Voted in Friday, May 2025 at the HTTA Convention
Voted in changes Thursday, May 21, 2026 at the HTTA AGM



Article I: Name and Affiliation

1. The name of this local association of the Saskatchewan Teachers' Federation, referred to hereafter as the "STF," shall be the Holy Trinity Teachers' Association, referred to hereafter as the "HTTA." The constitution, bylaws and policies of HTTA are consistent with *The Teachers' Federation Act, 2006* and the STF bylaws and policies.

Article II: Membership

The members of HTTA are:

1. Regular members of the STF, as per STF Bylaw 1, employed by Holy Trinity Roman Catholic Separate School Division No. 22, referred hereafter to HTRCSSD.
2. Substitute teachers who have substituted in HTRCSSD and have become a member of this local for the current school year under STF Bylaw 4. Substitute teachers retain full membership rights within the HTTA.

Article III: Purposes

1. It is the purpose of the HTTA 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. Advance the interests of local members through engagement with the employer(s).
 - e. Ensure effective communications within their membership and with the STF.
 - f. Ensure effective representation of their membership in STF affairs.
2. The HTTA 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. The HTTA shall act in a manner aligned to the collective interests of the teaching profession in Saskatchewan.
4. The HTTA shall not communicate publicly its opposition to STF or other local association strategic initiatives.

Article IV: Fees

1. The HTTA may levy a fee upon its members to support the work of the HTTA.
2. All fees to be levied upon its members by HTTA must be approved through a vote at a meeting that is open to all members.
3. Every member must pay to the HTTA any fee that is duly levied.
4. Substitute teachers pay \$1.00 each day they sub as HTTA fees. This amount will be prorated accordingly. (For example, if a substitute teacher were to work a half-day a substitute teacher would pay \$0.50. These fees will be deducted from each pay cheque from the month in which they have worked.

5. Membership fees will be deducted from the September to June pay cheque or as negotiated by LINC.
6. Part-time membership fees will be pro-rated according to the contract of employment.
7. If a member has a change in contractual status during the year, it is the member's obligation to communicate with the HTTA to reconcile the difference in fees owed or paid prior to the end of the year.

Article V: Rules of Procedure

1. All meetings of the HTTA shall be conducted in accordance with STF Council Rules of Procedures.
2. A simple majority shall pass motions.
3. Two-thirds majority shall pass notices of motion.
4. Voting shall be by a show of hands; however, voting may be by secret ballot upon request of one member, one Executive Council member, or at the discretion of the president.
5. Notwithstanding anything contained in this constitution, the Executive Council may determine that a general meeting, or meeting of the Executive Council be held entirely by means of telephonic, electronic or other communications facility. In the event such a meeting is to be held, the Executive Council 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.
6. The Executive Council may authorize absent individuals to electronically attend meetings that are being held in person.

Article VI: Organization of Governance

The governing bodies of HTTA consist of the following:

1. General Meeting of the Members
 - a) At least one meeting is required on an annual basis and shall be considered the Annual General Meeting.
 - b) The Annual General Meeting shall occur prior to May 31 with the date determined by the President and Executive Council. The dates assist the arrangement of release time for HTTA officers.
 - c) Notice of the Annual General Meeting shall be provided to members at least 30 days prior to meeting.
 - d) The Executive Council may call a general meeting at the discretion of the President.
 - e) General meetings shall be called by the President upon written request signed by twenty-five members in good standing. Any such request shall include a stated purpose. This meeting shall be held within fifteen days of the receipt of that request.
 - f) Authority and responsibilities
 - i. Elections of President, Vice-President, and Councillors.
 - ii. Receive reports from committees and the President.
 - iii. Receive and adopt the audited financial report.
 - iv. Approval of the budget and membership fee.
 - v. Determine any reimbursement or payment to members for work conducted on behalf of the HTTA.

- g) Quorum
 - a. At least 15 members are required to hold an official general meeting of the membership.
- h) Notwithstanding VI.1.b, the Executive Council may, in exigent circumstances, delay, postpone or reschedule the Annual General Meeting to a date, place and time to be determined by the Executive Council.

2. Executive Council

- a) The executive council of HTTA includes the following officers:
 - i. President
 - ii. Immediate Past President
 - iii. Vice-President
 - iv. Secretary
 - v. Treasurer
 - vi. Local Implementation and Negotiations Committee Chairperson
 - vii. STF Councillors as determined by STF Bylaw: At least one from Moose Jaw, and at least one from Swift Current or Shaunavon areas.
 - viii. Standing Committee Chairpersons
 - ix. School Staff Liaisons (SSL): One from each school in HTRCSSD and one from the STF members on staff at central office.
- b) Authority and responsibilities
 - i. Appoint a secretary and treasurer.
 - ii. Carry out the will of the HTTA by acting upon instructions from that body.
 - iii. Act as the authorized body to handle the business between the HTTA, the HTRCSSD Board of Education and/or the STF.
 - iv. Appoint members to ad hoc committees as deemed necessary.
 - v. Appoint, when necessary, members to fill positions which become vacant during the school year.
 - vi. Administer the funds of the HTTA.
 - vii. Approve the proposed budget as presented by the President and Treasurer.
 - viii. To select an individual to conduct a review of the financial records annually.
 - ix. Determine annually the goals of the HTTA.
 - x. Act as liaison between the teachers and the senior administration of the HTRCSSD Board of Education.
 - xi. Act as a grievance committee of the HTTA.
 - xii. Prepare and review, as necessary, written policy statements and the constitution of the HTTA.
 - xiii. Ensure records of the HTTA are stored on a shared platform.
- c) The Executive Council shall meet not later than September 30 and at least six times per year.
- d) All members of the HTTA are eligible to attend Executive Council Meetings.
- e) Only members of the HTTA Executive Council shall have voting privileges at Executive Council meetings.
- f) Simple majority.
- g) The Executive Council shall ensure that the following are satisfactorily prepared, maintained and made available to the STF upon request:
 - i. Financial records of the HTTA.
 - ii. Records of minutes of HTTA meetings.
 - iii. Contingency plans for vacancies in executive roles.

- h) The HTTA shall have a policy addressing HTTA Executive Council members' conduct in alignment with the STF Executive Code of Conduct.

Article VII: Committees

1. The HTTA may appoint standing or ad hoc committees that it finds necessary to support the work of the HTTA.
2. Ad hoc committees may be established by the Executive Council. The establishment will include the general purpose, how many members will be appointed by the Executive Council and any other parameters as required.
3. Ad hoc committees do not require representation from all schools, and every effort should be made to have at least one member from Swift Current or Shaunavon on the committee.
4. It shall be the duty of Ad Hoc Committee Chairpersons to:
 - a) Form and call meetings at the direction of Executive Council.
 - b) Report to the Executive Council regarding business of their committee as requested and once their business is concluded.
5. It shall be the duty of the Standing Committee Chairpersons to be responsible:
 - a. For calling meetings of the respective committees as required.
 - b. To be a member of the Executive Council.
 - c. Submit and present a report at the Annual General Meeting.
 - d. Report to the Executive Council regarding business of their committee.
 - e. Submit any budget proposals for the forthcoming year to the treasurer by April 30.
6. The HTTA will maintain the following standing committees:
 - a) Professional Development and Bursary Committee
 - i. To promote and support professional development opportunities for members.
 - ii. Consist of the following:
 - a. at least seven members, with one representative from each school if possible.
 - b. President
 - c. Vice-President
 - iii. Shall be chaired by the President or Vice-President.
 - iv. Plan other activities as assigned by the Executive Council of the HTTA.
 - v. Report on the status of the Professional Development Fund and Bursary Fund at the Annual General Meeting.
 - vi. The committee must meet at least once per year.
 - b) Convention committee
 - i. To plan and coordinate a convention.
 - ii. Consist of a minimum of three people with representation from each area.
 - iii. Adhere to the budget set forth for the convention and notify the Treasurer if the budget requires adjustment.
 - iv. Provide an updated report of the status of the convention to the Executive Council.
 - v. The committee must meet at least once per year.

c) Liaison Committee

- i. Liaison meetings will be used to build stronger working relationships with the board and to bring forth any issues that have been presented by our membership for a collaborative discussion.
- ii. Consist of the President, Vice-President, and the LINC Chair and/or designates.
- iii. Meet with the Director and /or HTRCSSD administration at least twice per year. The President shall initiate the first contact prior to November 1.
- iv. The President will initiate the second contact at a date that falls within the remainder of the school year.
- v. The agenda for the meeting will be confirmed prior to the meeting.

Article VIII: Local Association Officers

1. A member may hold more than one position within the HTTA as needed.
2. All HTTA officers and committee chairpersons shall transfer all records under their keeping to their successors in office prior to June 30 of each year.
3. It shall be the duty of all the officers to:
 - a) Respond to emergencies if time constraints do not permit the calling of a meeting of the Executive Council.
 - b) Carry on the day-to-day business of the HTTA between meetings of the Executive Council.
 - c) Initiate appropriate action in the event of circumstances arising for which there is no provision in the existing constitution. This action shall be reported at the next Executive Council meeting.
4. President
 - a) The term of office shall be two years.
 - b) It shall be the duty of the President to:
 - a) Call and preside at all General, Annual and Executive Council meetings.
 - b) Be ex-officio member of all HTTA committees.
 - c) Assume responsibility for the formation and progress of all HTTA Standing Committees.
 - d) Ensure that each school has a School Staff Liaison.
 - e) Determine, in consultation with the Executive Council, the yearly schedule of the HTTA meetings.
 - f) Notify the Executive Council members of all meetings.
 - g) Call Executive Council meetings.
 - h) Cooperate with the School Staff Liaisons, school administrators and Director of Education, to provide each new-to-the-system teacher with information regarding:
 - i. HTTA Constitution
 - ii. Division Policy information
 - iii. Most recent local and provincial collective bargaining agreements
 - iv. Names of the HTTA Executive Council members
 - i) Organize an induction ceremony and welcome new teachers to the HTTA.

- j) Collaborate with HTRCSSD in supporting new teachers to the division at a new teacher orientation. Arrange to have an opportunity for the STF to also participate.
- k) Initiate Liaison meetings twice annually.
- l) Serve as a liaison between the HTTA and the substitute teachers.
- m) Submit a report at the Annual General Meeting.
- n) Be required to be a Councillor. If the President is unable to attend a council meeting, the replacement Councillor will attend.
- o) Submit, in conjunction with the Treasurer, a proposed budget to be presented at the budget meeting of the Executive Council for all expenses that may be incurred that year.
- p) Notify the STF regarding any superannuating teachers, and coordinate with HTRCSSD regarding the long-term service celebration at the end of the school year.
- q) Notify the Treasurer of any superannuating teachers regarding the gift from the HTTA.
- r) At the start of the new school year, inquire as to who among those assigned to work at the HTRCSSD Board of Education office is a member of the STF. Once receiving this information, the President will then designate one School Staff Liaison to be responsible for communication with those members.
- s) Establish the first set of Standing Committee meetings before October 15.
- t) In collaboration with the vice-president, determine who will chair the Professional Development and Bursary Committee.
- u) Inform the STF of the names of the incoming executive officers.
- v) Provide contact information for local officers and school staff liaisons to the STF as requested.
- w) Visit each school within the HTTA annually.
- x) Be the official spokesperson of the HTTA.

5. Immediate Past-President

- a) It shall be the duty of the Past-President to:
 - i. Assist in the orientation of the new Executive Council members.
 - ii. Serve a one-year term immediately following serving as President.
 - 1. Must notify the Executive Council prior to June 30 in their last term if they intend to serve as immediate past-president.

6. Vice-President

- a) The term of office shall be two years.
- b) It shall be the duty of the Vice-President to:
 - i. Act as chairperson in the absence of the President.
 - ii. Serve as one of the teacher members of the Liaison Committee.
 - iii. In collaboration with the president, determine who will chair the Professional Development and Bursary Committee.

7. Secretary

- a) The term of office shall be two years.
- b) It shall be the duty of the secretary to:
 - i. Take the minutes of all HTTA, General and Executive Council, and meetings.
 - ii. Notify the members of the Annual General Meeting thirty days prior to the date.
 - iii. Issue copies of the minutes to all the Executive Council members.
 - iv. Receive proposed changes to the constitution 45 days prior to the Annual General Meeting and make them available to all members at least 30 days prior to the Annual General Meeting.
 - v. Keep the official version of the constitution and provide all members with a copy of the constitution whenever it is updated and the updates are approved by the STF Executive.
 - vi. Serve as Chief Election Official.

8. Treasurer

- a) The term of office shall be two years.
- b) It shall be the duty of the treasurer to:
 - i. Keep a record of all money received and disbursed by the HTTA and make all authorized payments.
 - ii. Prepare a financial report and present it at the annual general meeting.
 - iii. Arrange for a year-end review of the HTTA financial records, in accordance with STF bylaw.
 - iv. Provide a financial report at each HTTA Executive Council Meeting
 - v. Contact the payroll administer of the Division no later than June 30th to confirm that authorization for automatic deduction is in place in September and the amount of membership fee.
 - vi. Disperse funds on the direction of the Executive Council.
 - vii. Submit, in conjunction with the President, a written budget that is to be presented at the budget meeting of the Executive Council.

9. Local Implementation and Negotiation Committee (LINC) Chairperson

- a) Member inquiries regarding the local agreement should be directed to the chairperson.
- b) It shall be the duty of the LINC Chairperson to:
 - i. Is responsible for any questions surrounding LINC
 - ii. Be responsible for the duties expected of all standing committee chairpersons.
 - iii. Conduct a route selection vote with the membership during a bargaining year one hundred-thirty (130) days before the current contract expires. The vote results must be sent to the Educational Relations Board, the STF, and the HTRCSSD Board of Education, care of the Director of Education. It must be sent by registered mail.

- iv. Maintain communication between the membership, the Executive Council of the HTTA and the STF.
- c) Strategically plan for the negotiations.
- d) Coordinate the negotiations.

10. Councillors

- a) Term of office is two years.
- b) It shall be the duty of the Councillors to:
 - i. Carry out the duties of councillor as per STF bylaw.
 - ii. Submit to the General Meetings of the HTTA reports of the work of the STF.
 - iii. Divide the schools in the HTTA among themselves for communication purposes.
 - iv. Provide the contact information of the appropriate STF Senior Administrative Staff (SAS) to a teacher or teachers requiring assistance in their professional duties or relationships.
 - v. Communicate with and provide information to the Executive Council regarding happenings at meetings of Council.
 - vi. Maintain liaison with provincial supports when assisting teachers.

11. School Staff Liaison

- a) The STF school staff liaison also serves as a school staff representative within the HTTA.
- b) It shall be the duty of the School Staff Liaisons to:
 - i. Be prepared and informed to fully engage in meetings.
 - ii. Attend Executive Council meetings.
 - iii. Inform their staff on all matters pertaining to the HTTA and STF.
 - iv. Help teachers find support for specific concerns.
 - v. Invite teachers to serve on committees.
 - vi. Convey the wishes and concerns of staff to the Executive Council.
 - vii. Carry out the work of the STF as requested.

Article IX: Local Collective Bargaining

1. The HTTA 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. HTTA shall seek guidance from the STF on matters concerning the negotiation and implementation of their local collective bargaining agreement.
3. Local Implementation and Negotiation Committee
 - a. The committee shall consist of:
 - i. At least seven members.
 - ii. One representative from Shaunavon, Swift Current and Vanier.
 1. Two elementary representatives from Moose Jaw.
 2. The President and the LINC chairperson will be members of the negotiation team.
 3. One representative from each school if possible, includes the positions listed above.
 - b. Access opportunities for development of the members of LINC.
 - c. Seek the appropriate information from the STF prior to September 30 with respect to procedures for opening local bargaining.
 - d. Submit a tentative agreement to the Executive Council to seek input and endorsement.
 - e. Submit the Executive Council endorsed tentative agreement to the membership and arrange for a ratification vote by all members.
 - f. Be responsible for seeing that both the HTRCSSD Board of Education and its representatives and teachers adhere to the terms of the collective bargaining agreements.

Article X: Financial Matters

1. Financial Review
 - a. An individual who is not a member of the HTTA shall be appointed annually to conduct an audit or review of the financial records of the HTTA 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.
 - d. Reviewed financial statements will be made available to any member upon request.
2. Remuneration and Expenses
 - a. Remuneration may be provided to officers or officials through a decision of the general meeting.
 - b. The Executive Council shall reimburse officers and members for expenses incurred on HTTA business according to rates and policies approved at the general meeting.
 - c. All expenses require Executive Council approval prior to payment unless the Executive Council designates such approval to another individual.
 - d. Motions involving expenses of \$1,000.00 or more shall require two-thirds majority approval.
 - e. Honoraria will be determined as per HTTA Policy.
 - f. Expense reimbursements will be determined as per HTTA Policy.

3. Signing Authority

The president, treasurer and one other member of the Executive Council as appointed by the Executive Council 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 general meeting. Release time for officers of the local is negotiated with the employing board(s) of education through the LINC committee representing the HTTA.
- b. The President shall select one of the following options by May 31 for the following academic year:
 - i. The President shall receive 20% release time to conduct the business of the HTTA, OR
 - ii. The President shall receive 10% allowance, and the Vice-President will receive 5% allowance to equitably conduct the business of the HTTA.
- c. The HTTA will reimburse the HTRCSSD each month. The amount is determined by the President's and Vice-President's (if applicable) current salary and percentage of agreed release time or allowance.
- d. If the Association is unable to negotiate the 20% leave with the HTRCCSD, then the HTTA will provide an allowance to compensate the new president for release time.

5. The HTTA fiscal year shall be from August 1 of the current year to July 31 of the following year.

6. HTTA shall establish financial policies that ensure financial practices are transparent and accountable based on generally accepted accounting principles.

Article XI: Election to and Removal from Executive Office

1. Elections

- a. Prior to July 1 of an election year, members of the local association will be elected by the general membership to the following positions, for a term of 2 year(s):
 - i. President
 - ii. Vice-President
 - iii. Convention Chair
 - iv. LINC Chair
- b. Councillors (2 year term)
 - i. An election for councillors will occur prior to July 1 of each two-year term.
 - ii. Members shall nominate three Councillors, plus two replacement councillors.
 - iii. The representation of Councillors shall be at least one from Moose Jaw and at least one from Swift Current or Shaunavon, with the understanding that the president is considered as one of these councillors.
- c. Election Procedures
 - i. The Secretary is responsible for conducting the elections.
 - ii. Nominations are submitted to the secretary two weeks prior to the election.
 - iii. Nomination forms must be filled out by the nominee and signed by another local member.

- iv. To include all members, voting may take place using a secure electronic voting system. Results will be tabulated and sent to the current President. Membership will be informed at the AGM, followed by an email.
- 2. In circumstances where the election of Executive members cannot be held prior to the expiration of the term of office for Executive members, the members of the Executive (and councillors) whose terms are set to expire, will have their terms of office extended until after the general meeting of the membership at which the regular election takes place.
- 3. Substitutions and Vacancies
 - a. President:
 - i. If the office of President becomes vacant before the President's term expires, the Vice-President will fulfill that role, and a new President will be elected at the next Annual General Meeting.
 - ii. If the Vice-President is not able to fulfill the role, the Executive Council may designate another individual to fulfill the role.
 - b. Replacement councillors shall attend Federation Council and perform such other duties as required of Councillors if a Councillor is unavailable to perform these duties.
 - c. In the event of a vacancy of another Executive Council officer, the vacancy shall be filled by a decision of the Executive Council.
- 4. Removal from Office
 - a. A member of the HTTA Executive Council 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.
 - b. The process for removal shall include the following:
 - i. A notice of motion shall be presented to all Executive Council members at least three working days prior to an Executive Council meeting.
 - ii. At the Executive Council meeting, a motion to remove the Executive Council member must be presented and approved by at least 80 percent of the voting members present.
 - iii. An approved Executive Council motion to remove an officer requires approval by a simple majority at a General Assembly.
 - c. The following conditions shall prevail in all proceedings related to removal from office:
 - i. A notice of motion shall be presented to the HTTA membership at least three full days ahead of the General Assembly.
 - ii. An opportunity shall be provided to the subject representative(s) and to the mover of the motion to address both the Executive Council and General Assembly.
 - iii. No motion of the HTTA Executive Council to remove an HTTA member from office shall stand for over 30 days without the calling of a General Assembly.

Article XII: Constitution Amendments

1. Constitution
 - a. If any member has a proposed change to the constitution, they must submit it to the HTTA secretary 45 days prior to the AGM. The HTTA Executive will make them available to all members at least 30 days prior to the AGM.
 - b. The Executive Council may submit an amendment at least thirty days prior to the general meeting.
 - c. Amendments to the HTTA constitution may be approved by a two-thirds vote of its members present and voting at a general meeting.
 - d. Amendments to the HTTA constitution approved by the general meeting are not effective until approved by the STF.
 - e. All amendments, provisions, policies and constitutional changes shall be consistent and in accordance with STF legislation, bylaws and policies.
2. Policy
 - a. Proposed changes to policy shall be presented and discussed at the Executive Council level.
 - b. The proposed changes will be taken back to schools by their SSL for feedback.
 - c. The policy change will then be voted upon at the next Executive Council meeting and passed by a simple majority.

Article XIII: Dissolution of the Local Association

1. The HTTA may be dissolved by a vote of the membership and/or by notice of motion of the Council of the STF.
2. In the event of dissolution, the Executive Council shall recommend to the membership the disposition of any assets and any records and archival material possessed by the HTTA.