

Superannuated Teachers of Saskatchewan

Saskatoon Chapter

Constitution, Bylaws and Policies

Revised 2025

Founded

The Saskatoon Chapter was formed on May 12, 1972, with Eric Marriott as the first President and Ruth MacIntosh as Secretary.

Introduction

The Constitution and Bylaws of any organization should be dynamic in nature, changing and adapting to new realities. This updated version of the Constitution and Bylaws of the Saskatoon Chapter of the Superannuated Teachers of Saskatchewan features three distinct components:

Constitution: A statement of the fundamental principles
of the Saskatoon Chapter of the STS.

Bylaws: The rules by which the Chapter conducts its meetings and affairs.

Policies: Explanatory notes, procedural details and other pertinent information.

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Constitution

Article I – Name

The name of the organization shall be Saskatoon Chapter of the Superannuated Teachers of Saskatchewan (STS), herein called the Saskatoon Chapter.

Article 2 – Allegiance

This chapter shall be a member of the Provincial Body of the Superannuated Teachers of Saskatchewan.

Article 3 – Mission and Vision

3.1 Mission

The Saskatoon Chapter represents superannuated and retired teachers as a collective organization. The Saskatoon Chapter supports the needs and interests of members, encourages participation in recreation and fellowship activities, and advocates for pension and wellness improvements. The Saskatoon Chapter supports the aims and goals of the STS and the STF.

3.2 Vision

Our vision is to be recognized as a vibrant, active organization that is responsive to our diverse membership.

3.3 Mandate

3.3.1 Create a sense of community and serve as an advocate for all members.

3.3.2 Involve members in the development of goals, objectives and activities.

3.3.3 Keep members informed.

3.3.4 Present retirement and aging as positive experiences, while addressing terms such as “superannuated”, “senior” and “retiree”.

3.3.5 Encourage openness to organizational change.

3.4 Goals

3.4.1 To promote the interests of the members of the Saskatoon Chapter.

3.4.2 To maintain a working relationship with the STS, the STF, and local teacher organizations.

3.4.3 To establish and maintain a working relationship with other organizations whose interests are similar to those of the STS.

3.4.4 To maintain a system of communication for members and adapt to changes in technology as they evolve.

3.4.5 To provide leadership in matters which address pension, wellness and other needs of superannuates/retirees.

Bylaws

Bylaw 1 – Membership

1.1 Membership is open to any eligible superannuated or retired teacher and surviving spouse, as defined by the STS Provincial Bylaws.

1.2 The Executive may grant associate membership to a teacher who has left the teaching profession but has not met the requirements for superannuation/retirement eligibility. (See 9.2.6)

1.2.1 Associate members may serve on committees but are not eligible to serve on the Executive.

1.2.2 Associate members are not allowed to vote at Chapter meetings.

1.2.3. Members of other chapters shall be eligible for Associate membership.

Bylaw 2 – Fees

- 2.1 Annual fees are due by June 30 and are payable to the STS Provincial or to the Chapter Treasurer.
- 2.2 Fees that are not automatically deducted from the retirement allowances are paid to the Chapter Treasurer. The Chapter Treasurer then forwards the fees to the STS Provincial.
- 2.3 Chapter Honorary Life Members who received the award prior to 2012 will be rebated for Chapter fees.
- 2.4 Associate members shall pay the same Chapter fees as that of full members **directly to the Chapter.**

Bylaw 3 – Executive

- 3.1 The Executive of the Saskatoon Chapter shall be as follows.
- 3.2 Executive Council
 - 3.2.1 President
 - 3.2.2 Past President
 - 3.2.3 Vice-President
 - 3.2.4 Secretary and Assistant
 - 3.2.5 Treasurer and Assistant
- 3.3 Executive Standing Committees
 - 3.3.1 Activities
 - 3.3.2 Archives
 - 3.3.3 Cards
 - 3.3.4 **Chapter Outreach**
 - 3.3.5 Email
 - 3.3.6 **Hospitality**
 - 3.3.7 **Member Recognition**

3.3.8 Membership and Directory

3.3.9 Newsletter, *'The Voice'*

3.3.10 Program

3.3.11 Public Relations/Resolutions/Political Advocacy

3.3.12 Registration

3.3.13 Social

3.3.14 STS Provincial Liaison

3.3.15 Website

3.4 Executive members have full voting privileges at executive meetings.

If a committee has Co-Chairpersons/Assistants, each has full Executive privileges, including voting.

3.5 Executive Standing Committees shall add members to committees as required.

3.6 Executive members will respect the privacy of members.

3.7. Executive members are expected to attend meetings.

Bylaw 4 – Meetings

4.1 Chapter meetings are generally held each month, except for **January**, July and August.

4.1.1 The Executive may change the time, place and number of Chapter meetings. Notice of such change will be provided to the members electronically, by telephone or print.

4.2 Executive meetings are generally held each month, except for July and August.

4.2.1 Meetings may be called at a time and place as determined by the President.

4.3 Executive Council meetings may be called at the discretion of the President.

Bylaw 5 – Quorum

- 5.1 Executive Meetings – A quorum shall be a simple majority of elected members in attendance.
- 5.2 Chapter Meetings
 - 5.2.1 Regular Chapter motions and business require a simple majority of the members present.
 - 5.2.2 Changes to the Constitution and Bylaws require 75% of voting members present.
 - 5.2.3 Resolutions directed to the STS Provincial body require a simple majority of the voting members present.

Bylaw 6 – Amendments to the Constitution and Bylaws

- 6.1 Chapter members or the Executive may propose amendments to the Chapter Constitution and Bylaws.
- 6.2 The Executive presents the amendment(s) to the members as a notice of motion, at a Chapter meeting prior to being voted on.
- 6.3 The amendment(s) are reviewed and voted on at the next Chapter meeting.
- 6.4 Bylaw changes require 75 % majority of voting members present.
- 6.5 Amendments are in effect as of the date of approval or on any other date specified by the amendment.

Bylaw 7 – Resolutions Directed to the Provincial STS

7.1 Resolutions that are approved at a Chapter Executive Meeting or a Chapter Meeting are forwarded to the Provincial Resolutions committee to be considered at the Annual General Meeting.

7.2 Resolutions are submitted to the Public Relations/Resolutions/Political Advocacy Committee.

7.3 Resolutions directed to the Provincial STS organization must follow the procedures and timelines as stated in the Provincial Bylaws.

7.3.1 Individuals may present resolutions directly to the Provincial STS, or present them at the AGM, according to STS procedures.

7.4 Submit a copy of the approved resolutions to the Provincial STS as outlined in their Policy Handbook.

Bylaw 8 – Chapter Delegates to the Provincial Annual General Meeting

8.1 All Chapter Executive members are provided with the first opportunity to attend the Provincial AGM as Delegates. The Executive Council will make the selection of remaining Delegates. Members will be informed if they are Delegates. The expectation is that all Delegates will attend a Pre-AGM meeting.

8.2 The Secretary will be responsible for maintaining a list of members who are interested in serving as Delegates to the Provincial AGM. The President will arrange a meeting of the Executive Council for the selection of Delegates.

8.3 The Secretary, along with the President, will notify members who have been selected to attend as Delegates. Members who have not been selected will be notified that their names have been put on the alternate list.

8.4 The Secretary will forward a list of the names and addresses of the Delegates to Provincial STS as outlined in the STS Policy Handbook. Updates will be provided when necessary.

Bylaw 9 – Duties of Officers

9.1. President

- 9.1.1 Together with the Vice-President, prepares the calendar for the following year.
- 9.1.2 Prepares an agenda and chairs the Executive and Chapter meetings.
- 9.1.3 Prepares a Chapter Report of the activities and resolutions for submission to the Provincial AGM according to the STS Policy Handbook.
- 9.1.4 Directs inquiries on member services to the STS provincial office.
- 9.1.5 Extends an invitation to new superannuates/retirees to attend a welcome event in the fall.
- 9.1.6 Serves as ex-officio member of all committees.
- 9.1.7 Serves as a member of the nominating committee for Executive Officers.
- 9.1.8 Serves as contact person for outside agencies wishing to contact the Chapter.
- 9.1.9 Approves all contracts with outside agencies.
- 9.1.10 Chairs the meeting for the selection of Delegates to the Provincial AGM. (The committee consists of the **Executive Council**)
- 9.1.11 Plans the pre AGM workshops along with the **Public Relations/Resolutions/Advocacy co-chairs. (formerly Executive Council)**.
- 9.1.12 Establishes Ad Hoc committees as necessary and approved by the Executive. Establishes an Ad Hoc committee to deal with updates to the Constitution and Bylaws, in years ending in 5 and 0.
- 9.1.13 Before the end of June arranges for an orderly transfer of responsibilities and exchange of information between the outgoing and incoming Executive members.
- 9.1.14 Assists the **Chapter Outreach** and Email committee chairs with information items that are sent to members.

9.1.15 Submits a copy of the Chapter Report (as prepared in 9.1.3) for inclusion in the minutes of the June Executive meeting and posting on the website.

9.1.16 The President's term of office shall not exceed two consecutive terms **except in extenuating circumstances.**

9.2. Past-President

9.2.1 Provides continuity between the previous year and the current year for the Executive and the Chapter.

9.2.2 Serves on the Member Recognition Committee.

9.2.3 Serves on the committee for the selection of delegates to the Provincial AGM.

9.2.4 Serves as a member of the nominating committee for Executive elections.

9.2.5 Chairs the annual meeting for election of officers at the May Chapter meeting.

9.2.6 Screens applications for Associate Membership and presents to Executive.

9.2.7 Chairs meetings or performs other duties as required in the absence of the President and Vice-President.

9.2.8 Prepares an annual report of the Past-President's activities and recommendations for the minutes of the June meeting.

9.2.9 Purchases flowers or other tokens extended on behalf of the Chapter, as appropriate. (Formerly in President's duties)

9.3. Vice-President

9.3.1 Chairs meetings or performs other duties as required in the absence of the President.

9.3.2 Chairs the Nominating Committee for the election of Executive Officers. This committee consists of the Past-President, President and Vice-President.

9.3.3 Together with the President establishes the dates for all executive and chapter meetings and makes appropriate facility arrangements.

9.3.4 Annually appoints an individual or individuals to be responsible for chapter photographs.

9.3.5 Organizes the December and June Banquets, and Welcome Brunch (See Craft Sale Appendix)

9.3.6 Serves on the committee for the selection of Delegates to the Provincial AGM.

9.3.7 Prepares an annual report of the Vice-President's activities and recommendations for the June Executive meeting.

9.4 Secretary

9.4.1 Records the minutes of the Executive and Chapter meetings.

9.4.2 Along with the President receives and carries on the correspondence of the Chapter.

9.4.3 Maintains an updated contact list of Executive members.

9.4.4 Prepares a list of Delegates to the Provincial Annual General Meeting, and forwards it to the Provincial Office, as required in the Policy Handbook of the STS Provincial.

9.4.5 Serves on the committee for the selection of Delegates to the Provincial AGM.

9.4.6 Submits to the Provincial STS Office the names, addresses, email and phone numbers of the President, Secretary and Treasurer for the upcoming year.

9.4.7 Keeps a running record of motions passed and forwards the list to the President and Vice-President.

9.4.8 Collects the annual reports from the Executive and includes these with the copies of meeting minutes for the archives.

9.4.9 Makes available a copy of the committees' annual reports to new Executive members, if necessary.

9.5. Treasurer

9.5.1 Arranges for proper signing authority at the bank. The Executive designates the signees.

9.5.2 Keeps an accurate accounting of the finances of the Chapter.

9.5.3 Receives all monies on behalf of the Chapter, including fees and revenues from activities and Provincial AGM reimbursements.

(a) Submits to the Provincial STS all fees directly paid to the Chapter.

9.5.4 Pays all bills as authorized by the Executive.

9.5.5 Presents a financial statement at each Executive and Chapter meeting except for special meetings.

9.5.6 With the **Assistant Treasurer (Formerly Executive Council)** prepares a proposed annual Chapter budget based on current fees to the Executive and has it approved at the **May (Formerly June)** executive meeting.

(a) The goal is to maintain a Reserve Fund of approximately fifty percent (50%) of the previous year's expenditures.

(b) Provides guidance to the Executive members regarding the disbursement of any surplus funds.

(c) Reviews and determines the viability of the University of Saskatchewan Education Scholarship in April.

9.5.7 Prepares an annual financial statement at the end of the fiscal year (July 1 to June 30).

9.5.8 Arranges for an annual Financial Review of the Chapter's financial records by an individual or agency to be appointed and approved by the Executive at the commencement of the fiscal year.

(a) Presents the Annual Financial Review to the Executive.

9.5.9 Serves on the committee for the selection of Delegates to the Provincial AGM.

9.5.10 Prepares an annual report of the Treasurer's activities and recommendations for inclusion in the minutes of the June meeting.

9.5.11 Prepares HLM rebate cheques to be sent with letter from the President.

9.6. Chairpersons/Co-Chairpersons of Executive Standing Committees

i. Committee Chairpersons

A committee may have either a Chairperson or Co-Chairpersons. For ease of reference, the Duties and Guidelines herein will be addressed to the Chairperson.

ii. Executive Approval for Committee Members

Chairpersons are encouraged to draw committee members from the general Chapter membership as well as from the Executive.

iii. Committee Reports

All committees are directed to prepare an annual report of the Committee's activities and recommendations to be submitted to the secretary prior to or at the June meeting. This report should include all volunteers and a list of their services. The secretary then forwards the reports to the archivist along with the other yearly documents.

9.6.1 Activities

- (a) Organizes recreational, social and educational activities for the members of the Chapter.
- (b) Communicates the details of these activities to the members and encourages their participation.
- (c) Maintains contact with the Activities Chairperson of the provincial STS and encourage the members to participate in province-wide events.
- (d) If the Chapter hosts a provincial STS event, the Activities Chairperson serves as the Coordinator of the organizing committee. (Refer to Policy Handbook of the Provincial STS).
- (e) Prepares an annual report of the Activities Committee's activities and recommendations to be included in the minutes of the June meeting.

9.6.2 Archives

- (a) Keeps a permanent record of the major activities of the Chapter.
- (b) Makes these records available on request, according to the Archives policies.
- (c) Arranges for the disposal of Chapter materials and records, as directed by the Executive.
- (d) Prepares an annual report of the Archives Committee's activities and recommendations for the minutes of the June meeting.

9.6.3 Cards

- (a) Sends cards or messages to members and or their families on special occasions, periods of illness or hospitalization and bereavement.
- (b) Prepares Thank You cards for speakers at Chapter meetings and those who have provided services.
- (c) Prepares a brief report for the minutes of the Executive meetings.
- (d) Prepares an annual report of the Card Committee's activities and recommendations for minutes of the June meeting.

9.6.4 Chapter Outreach (formerly Telephoning and Visiting)

- (a) Prior to each Chapter meeting communicates details of time, location and program to members who do not receive emails.
- (b) Organizes visits to members in hospitals and care homes, or to members in their own homes when appropriate
- (c) Prepares an annual report of the Chapter Outreach Committee's activities and recommendations for the minutes of the June meeting.

9.6.5 Email

- (a) Sends email communications to the Chapter members who have requested it.
- (b) Obtains updated email addresses of members.
- (c) Prepares an annual report of the Email Committee's activities and recommendations for the minutes of the June Meeting.

9.6.6 Hospitality (formerly Social)

- (a) Arranges for lunch to be served at Chapter meetings.
- (b) Organizes Executive lunches as required.
- (c) Prepares an annual report of the Hospitality Committee's activities and recommendations for the minutes of the June meeting.

9.6.7 Member Recognition

- (a) The Past-President serves on this committee.
- (b) Arranges for the nomination, selection and presentation of Chapter Honorary Life Members and Membership Recognition Awards.
- (c) Submits the names of potential nominees for the Provincial Honorary Life Membership (as per Provincial STS Policy Handbook).
- (d) Prepares an annual report of the Member Recognition Committee's activities and recommendations for the minutes of the June meeting.

9.6.8 Membership and Directory

- (a) Maintains up-to-date records of the membership and respects privacy.
- (b) Publishes a Directory of the members in odd numbered years based on membership enrolment **as of January 31st** or as directed by the Executive.
 - (i) In respect to privacy concerns, members may opt to not have their information published in the Directory.
 - (ii) Arranges for the distribution of the Directory to Chapter members, to the Provincial STS and to the STF as directed by the Executive.
- (c) Prepares regular membership updates for the Executive Standing Committees that require them.
- (d) Prepares an annual report of the Membership and Directory Committee's activities and recommendations for the minutes of the June meeting.

9.6.9 Newsletter, '*The Voice*'

- (a) The newsletter of the Saskatoon Chapter is called *The Voice*.
****change in numbering or location of duties in the red parts below**
 - (i) *The Voice* is usually published three times annually.
 - (ii) The editor schedules the publication dates for *The Voice* and establishes the deadlines for submissions for each publication.
- (b) **Mail Labelling**
 - (i) Maintain a data base for mailing of *The Voice*.
 - (ii) Produce address labels for mailing *The Voice* and other committees as requested.
- (c) The editor prepares an annual report of the Newsletter Committee's activities and recommendations for the minutes of the June meeting.

9.6.10 Program

- (a) Prepares a general plan for the Chapter meeting programs for the year.
- (b) At the first fall Executive meeting, presents the program plans that are in place to the Executive for discussion and approval.
- (c) Prepares an annual report of the Program Committee's activities and recommendations for the minutes of the June meeting.

9.6.11 Public Relations/Resolutions/Advocacy

- (a) Keeps the Saskatoon Chapter informed of happenings in education locally, regionally, provincially and nationally.
- (b) Maintains regular contact with the STS and STF regarding issues of interest to Superannuates/Retirees, such as cost of living increases, pension issues and health issues.
- (c) Keeps the Chapter members informed of STS and STF issues.
- (d) Chairs the Resolutions Committee.
- (e) Submits resolutions to the Provincial Office of the STS as outlined in the STS Policy Handbook.
- (f) Prepares an annual report of the Public Relations Committee's activities and recommendations for the minutes of the June meeting.

9.6.12 Registration

- (a) Arranges for the registration of members and guests at each Chapter meeting, except for special events.
- (b) Maintains a record of the attendance at the meetings.
- (c) Prepares an annual report of the Registration Committee's activities and recommendations for the minutes of the June meeting.

9.6.13 Social

- (a) Makes all the arrangements for the Chapter's Fall and Spring socials, and other special events.
- (b) Recommends to the Executive, a budget for honoraria for Socials.
- (c) Prepares an annual report of the Special Occasion activities and recommendations for the minutes of the June meeting.

9.6.14 STS Provincial Liaison

- (a) The STS Liaison is an elected member of the Provincial Executive.
- (b) Members of the Saskatoon Chapter who are elected to the STS Provincial Executive are voting members of the Saskatoon Chapter Executive.
- (c) The STS Liaison serves as a communications liaison between the two groups.

9.6.15 Website

- (a) Maintains the Chapter's Website.
- (b) Consults with the Executive, Chapter members, STS and STF to ensure that information on the Website is current and accurate.
- (c) Prepares an annual report of the Website Committee's activities and recommendations for the minutes of the June meeting.

Bylaw 10 – Order of Business

10.1 The Order of Business applies to the Executive and Chapter Meetings. The Executive Council and Executive Standing Committees will report at all monthly Executive meetings.

10.2 At Christmas and June banquets or other meetings, the Executive may choose to omit the business component of the meeting, as well as the singing of O Canada.

Bylaw 11 – Election of Executive

11.1 All Executive members are elected or appointed each year for a term extending from July 1 to June 30 of the following year.

11.2 Elections

11.2.1 Election of the Executive is held at the May Chapter meeting.

11.2.2 The nominating committee consists of the President, Past-President, Vice-President and other members, as required.

11.2.3 The Vice-President chairs the nominating committee.

11.2.4 The Past-President **or designate** will chair the annual meeting of the election of Executive.

11.2.5 The Executive assumes office on July 1.

Bylaw 12 – Financial Signing Authority

12.1 The designated Executive members are the Treasurer and Assistant Treasurer and any other two Executive Council members, usually the President and Vice-President.

12.2 Any two of the designated Executive Council members are required to sign cheques.

Bylaw 13 – Privacy of Chapter Information

13.1 Names, addresses, phone numbers and email addresses of Chapter members confidential information are for Chapter use only.

13.2 Information is provided to the Chapter members through the Directory, and must be treated as confidential by all members.

13.3 Members have the option of not being included in the Directory or on mailing lists, and should notify the Membership and Directory Committee Chairpersons of their wishes.

Bylaw 14 – Member Recognition

14.1 Honorary Life Membership

14.1.1 Honorary Life Memberships are awarded for active service to the Saskatoon Chapter.

14.1.2 Eligibility

(a) Significant and long-term contributions to the Chapter. **Current Executive members are not eligible.**

(b) The Executive has the discretion to consider special circumstances.

14.2 Nomination and Selection Procedures

14.2.1 Executive or Chapter members may submit nominations in writing for Honorary Life Memberships to the Membership Recognition Committee Chair **omit (prior to July 15)**

14.2.2 The Co-Chairs of the Membership Recognition Committee forward the names of the honorees to the provincial STS office as outlined in the Policy Handbook of the STS.

14.2.3 When a Saskatoon Chapter member is deserving of consideration for the Provincial Honorary Life Membership Award, the Co-Chairs of the Membership Recognition Committee recommends to the Saskatoon Chapter Executive that a nomination be prepared and submitted to the Provincial Executive for their consideration.

14.3 Membership Awards

14.3.1 All recipients for Saskatoon Chapter Honorary Life Membership after July 1, 2012 will pay the full annual membership fee.

14.3.2 Honorary Life Membership recipients prior to July 1, 2012 continue to receive the benefits accorded to them at the time of their award presentations.

14.4 Service Awards

14.4.1 Executive: An Executive Service Award is presented to each Executive member upon leaving the Chapter Executive.

14.4.2 Committee Service Awards: Any other Chapter committee members deemed appropriate by the Executive member(s) in charge of that committee shall be recognized at the end of the Chapter year.

14.4.3 Special Awards:

(a) Special Service Awards may be deemed appropriate by the Membership Recognition Committee when an individual has made a significant and /or long-term contribution in a special way to the Chapter programs or activities.

(b) The Executive or Chapter members may submit nominations in writing for Special Service Awards to a Membership Recognition Committee Co-Chair at any time.

14.5 Celebration of Membership

14.5.1 Arrangements may be made to recognize Chapter members at the discretion of the Chapter Executive.

Bylaw 15 – Dissolution

15.1 Dissolve or re-establish the Saskatoon Chapter by a meeting of the Executive Council following full consultation with the Executive and vote of the membership.

15.2 Notify the Provincial STS Executive in writing with supporting resolution passed by the Chapter at a duly constituted meeting of the chapter.

15.3 In case of the Saskatoon Chapter dissolving, assets are transferred to the Provincial STS.

15.4 Notify all on-going commitments, of the Saskatoon Chapter dissolution.

