

Superannuated Teachers of Saskatchewan

Saskatoon Chapter

Constitution, Bylaws and Policies

Revised 2025



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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/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 events 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 events. 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/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.
- 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.

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 prepares a proposed annual Chapter budget based on current fees to the Executive and has it approved at the May 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.
 - (d) Reviews and determines the viability of the McDowell Foundation donation 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 Archives Co-chairs 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

- (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, and to the Provincial STS 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*.
 - (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 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
- 14.2.2 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.
- 14.2.3 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.

14.3 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.

Policies

(Policies include explanatory notes, procedures and guidelines for the Saskatoon Chapter)

1. Policies for the President

1.1 Saskatoon Chapter President's Time Line

1.1.1 June, July-August

- (a) Prepare President's message for the fall issue of *The Voice*.
- (b) Email to confirm attendance for BBQ in mid-August.
- (c) Finalize Fall Welcome Event with Executive Council.
- (d) Invite guests to the Fall Welcome Event (such as STA and PSTA Presidents, STS Prov. president, STF Liaison, STS Prov. office staff).
- (e) Order bookmarks, as required, for the Welcome Event (May be ordered through STF Design and Production).
- (f) Together with the Executive Council confirm Executive August BBQ arrangements for location, date, attendance and food.
- (g) Email Executive reminder about the August BBQ and the September meeting date.

1.1.2 September

- (a) Plan for Executive In-service, if required.
- (b) With the Vice-President ensure arrangements and ticket sales are in place for the Christmas Banquet.
- (c) With the Vice-president establish a draft calendar for Executive and Chapter meetings for upcoming year.

1.1.3 October

- (a) Attend the Provincial Chapter Presidents' meeting or arrange for a delegate.
- (b) Arrange for a donation to the Royal Canadian Legion in lieu of laying a wreath on November 11.
- (c) Conduct the Executive In-service, if required.

1.1.4 November

- (a) Ensure Member Recognition Awards are in place.
- (b) Issue invitations to the Christmas Banquet (such as STA and PSTA Presidents, STS Provincial president, STF Liaison, STS Provincial office staff.) and any honorees and their guests.
- (c) Finalize with the Executive Council the plans for the Christmas Banquet. Oversee banquet duties (greeters, ticket takers, crafters and their door prizes and someone to say Grace and someone to play O Canada.) Prepare a list of Special cards needed for the Card Committee.
- (d) Write a letter to accompany the HLM (prior to 2012) rebate cheques to HLM. Those awarded after 2012 receive just the letter.

1.1.5 December

MC Christmas Banquet or arrange for alternate.

1.1.6 January

- (a) Chair discussions and voting of resolutions at the January Executive meeting, if required.
- (b) Debrief Christmas banquet and ensure that future date and location are in place for the next Christmas Banquet.

1.1.7 February

- (a) Develop a plan for contacting new superannuates/retirees, from the school systems (STA and PSTA), could use a poster, email or delivered message.
- (b) Survey Executive members to indicate interest in an executive position for the upcoming year.

1.1.8 March

- (a) Confirm which Executive members are attending the AGM.
- (b) Finalize arrangements for the pre-AGM meeting, in consultation with the Public Relations/Resolutions and Advocacy Cochairs. The expectation is that all Delegates will attend this meeting.
- (c) With the Executive Council select Delegates for the AGM. Remaining Delegates may be selected from a list of interested members compiled by the Secretary.
- (d) Prepare Chapter Annual Report and submit to the Provincial STS office by April 1. Also send to Provincial Office, the names of anyone who has received Chapter HLM or Member Recognition Awards.
- (e) Survey Executive members to indicate interest in an executive position for the upcoming year.

1.1.9 April

- (a) Recruit members for Executive positions for the upcoming year.
- (b) Finalize arrangements for the pre-AGM meeting, the AGM and debriefing session. Check with Secretary to ensure all forms have been sent to the Provincial office. Confirm Pre-AGM luncheon arrangements with Hospitality Committee.

1.1.10 May

- (a) Invite guests to the June banquet. (such as STA and PSTA Presidents, STS Provincial president, STF Liaison, STS Provincial office staff) Invite special service award honorees and their guests.
- (b) Executive Election at the Chapter meeting chaired by the Past President or designate.
- (c) Confirm June Banquet plans with the Executive Council.
- (d) Begin plans for August BBQ for the Executive and new Executive members and their guests.
- (e) Plan recognition for those leaving the Executive with Member Recognition Committee.
- (f) Confirm AGM Delegates attending the AGM debriefing session before the May Chapter Meeting. Prepare agenda for debriefing session.
- (g) Invite Incoming Executive Members to June Executive meeting.

1.1.11 June

- (a) Confirm June Banquet arrangements.
- (b) Confirm August BBQ plans for the Executive, new Executive, as well as their guests.
- (c) Thank the outgoing Executive and introduce new Executive and incoming President at the June Banquet. Pass the ceremonial gavel.

1.1.12 Ongoing

- (a) Send welcome letters to new members.
- (b) Liaison with the STS Provincial Office when required or notified.
- (c) Become familiar with the Chapter and Provincial STS Website.
- (d) Be familiar with the courtesy protocol.
- (e) Prepare and circulate agendas and reports prior to the Executive meetings.
- (f) Ensure the STS logo is on all correspondence.

2. Policies for the Past-President

- 2.1. Mentor and assist the President.
- 2.2. Serve on the Membership Recognition Committee.
- 2.3. Screen applications for associate membership and bring to the Executive for discussion and approval.
- 2.4. Purchases flowers or other tokens extended on behalf of the Chapter, as appropriate, including Christmas tokens of appreciation, following the Chapter Courtesy guidelines.

3. Policies for the Vice-President

- 3.1 Assist the President.
- 3.2 Be prepared to assist any committee that may require assistance.
- 3.3 Book the facilities for meetings and banquets. Banquet dates are normally booked 12-18 months in advance.
- 3.4 Order tickets and programs (if required) for special events, such as banquets.
- 3.5 Oversee ticket sales
 - 3.5.1 Tickets are available from designated Executive members.
 - 3.5.2 A cut-off date for ticket sales is established sufficiently ahead of time to facilitate the Treasurer's counting of tickets sold, and to establish the catering numbers.
 - 3.5.3 Guests and Honorary Life Membership honorees' tickets are complimentary.
- 3.6 As Chair of the Nominating Committee, work with the Executive Council to ensure that there is at least one candidate for each Executive position.
- 3.7 Vice President's Timeline:

3.7.1 August

- (a) Executive Get Together/August BBQ
 - Organize with the President. Assist with the planning, as needed and help, if required by volunteer host.
- (b) Confirm with President that arrangements are in place for the Fall Welcome Event.
- (c) Confirm with the Treasurer that deposit cheques have been mailed to WDM for the three major events.

3.7.2 September

- (a) At September Executive meeting circulate sign-up sheet for the Fall Welcome Event volunteers.
- (b) With the President prepare a draft calendar of Executive and Chapter meetings* for the next year. When possible prepare a tentative calendar two years in advance.
 - * Confirm banquet dates with WDM for the next 18 months.
 - * Book with the STF and WDM.
- (c) Consult with Social Committee co-chairs on dates of Socials.
- (d) Confirm arrangements and WDM contact for Christmas Banquet.
- (e) Confirm with the Executive Member who is organizing the crafters, the details of the craft sale at the Christmas Banquet.

3.7.3 October

- (a) Report the Christmas banquet details at the Executive meeting.
- (b) Prepare Christmas banquet program, if needed.

3.7.4 November

- (a) Finalize Christmas Banquet plans.
- (b) At the Executive meeting, circulate sign-up sheet for volunteers at the Christmas banquet. (Greeters, ticket takers, number counters) Recirculate at December Exec. meeting.
- (c) Consult with Card committee regarding thank-you cards required for banquet.

3.7.5 December

- (a) Present the calendar of dates for the following year to the Executive and book meeting rooms for Executive and Chapter meetings.

3.7.6 January–February

- (a) Finalize Fall Welcome Event date and location.
- (b) Confirm June banquet date, time, menu and price with WDM.
- (c) Arrange for June banquet tickets to be designed, printed.

3.7.7 March

- (a) Circulate a finalized schedule of dates for next year to all Executive members.
- (b) Arrange Fall Welcome Event tickets.
- (c) Chair Nominating Committee for new Executive members.
- (d) Serve on the committee for the selection of AGM delegates.

3.7.8 April

- (a) Confirm arrangements for the June Banquet.
- (b) Continue to recruit new Executive members and finalize the list.

3.7.9 May

- (a) Prepare executive list for May Chapter meeting and elections.
- (b) Prepare a bookmark for the Fall Welcome Event. Information may be updated once the new Executive and meeting dates for the next year are finalized.
- (c) Consult Card Committee regarding thank-you cards required for June banquet.

3.7.10 June

- (a) Finalize June banquet arrangements.
- (b) Purchase gift (bill to Treasurer) for the outgoing President and present it at the June banquet.
- (c) Order and print 250 bookmarks which will be distributed at Fall Welcome Event and Chapter meetings.
- (d) Be sure all Fall and early Winter events are included in Fall Voice. (Welcome Event, Christmas Banquet, Social, Chapter Meetings, etc.)

3.8 Incoming President – June, July and August

- 3.8.1 Write President's message for the fall edition of *The Voice*.
- 3.8.2 Write and mail/ email letters to the new superannuates/retirees and new members, beginning July 1.

4. Policies for the Secretary

- 4.1 Record the pertinent information from Executive and Chapter meetings.
- 4.2 Collect committees' written reports for inclusion in the minutes.
- 4.3 Take the attendance at Executive meetings.
- 4.4 Maintain a record of planned Executive absences.
- 4.5 Circulate the Executive minutes to Executive members via email.
- 4.6 Prepare list of Delegates for the AGM that adhere to the Chapter Bylaws and notify the Delegates.
- 4.7 Conduct correspondence on behalf of the Chapter.
- 4.8 Take notes at the Executive Council meetings.
- 4.9 Forward forms and information to incoming Secretary.
- 4.10 The Secretary will be reimbursed for office supplies (stamps, paper, and cartridges).
- 4.11 Collect annual reports for the archives.
- 4.12 Collect minutes for the year for the archives.

5. Policies for the Treasurer

- 5.1 Chair the process for the annual budget proposal for approval by the Executive.
- 5.2 Make all deposits and ensure timely payment of all Chapter approved expenditures.
- 5.3 Prepare and present financial reports at all Executive and Chapter meetings.
- 5.4 Monitor the financial accounts and prepare a final financial statement for the official Reviewer.
- 5.5 Make changes to investment accounts as necessary.
- 5.6 Comply with Reserve Fund Policy.
- 5.7 Manage the sale of tickets for Chapter-sponsored events.
- 5.8 Issue courtesy cheques to agencies such as Calvary Church (use of parking lot) and the Poppy Campaign, as appropriate.
- 5.9 Prepare and distribute STS Travel Expense Rebate to AGM delegates.
- 5.10 Reimburse Executive members for authorized expenses.
- 5.11 In the event of of an exceptional funding request the Executive Council will bring recommendations to the Executive.
- 5.12 Issue HLM rebate cheques in December, and mail with letter from President.
- 5.13 Issue and mail cheques for University of Saskatchewan Education Scholarship and McDowell Foundation donation in April each year, if deemed viable by Executive Council.

5.14 **Policy on Donations and Funding Requests**

5.14.1 The Executive Council shall review adequacy of funds regularly and present suggestions to the Executive.

5.14.2 **Disbursement of any surplus should: (in order of priority)**

- (a) Benefit the STS Saskatoon chapter.
- (b) Support the teaching profession by maintaining the U of S Education Scholarship.
- (c) Support the teaching profession by maintaining the donation to the Dr Stirling McDowell Foundation.
- (d) Provide opportunity for the STS Saskatoon Chapter to respond to exceptional circumstances in Saskatchewan. eg LaLoche 2016, STF strike 2024

5.14.3 **Possible suggestions for disbursement of surplus funds**

(Not in order of priority.)

- Subsidize catering costs for functions - December and June Luncheons, Welcome Event for new members.
- Subsidize catering costs for functions
- December and June Luncheons, Welcome Event for new members.
- Additional social events - possibly afternoon.
- Review funding of Outreach Committee gifts for visitees, and increase as required.
- Honour "Milestone events"
- Subsidize transportation for superannuates to attend STS meetings and functions.
- Provide more seed money for Provincial events hosted by Saskatoon.

5.15 **Community Ticket Selling at STS Saskatoon Chapter Events**

There are so many worthy educational causes that it would be difficult to limit or prioritize them. We propose that people donate to charities on an individual basis as they see fit.

5.16 **Provincial STS Events hosted by STS Saskatoon Chapter**

If Provincial STS events that are hosted by the Saskatoon Chapter make any profit, the organizing group will provide suggestions to the STS Saskatoon Chapter Executive as to the disbursement of those funds.

Policies for Executive Standing Committees

6. Policies for Activities

- 6.1 Activities have included golf, bowling, bocce, cards, tours, hikes, movie days, billiards, cooking, spring tea, sewing, quilting and others.
- 6.2 Fees for activities are usually on a cost recovery basis.
- 6.3 For some activities, members may be required to pay a fee in advance.

7. Policies for Archives

- 7.1 Purchase supplies as needed to maintain archives.
- 7.2 Archives are organized in chronological order and will contain the following:
 - 7.2.1 Executive list for the current year.
 - 7.2.2 Minutes of the Saskatoon Chapter Executive meetings.
 - 7.2.3 Monthly Financial Statements.
 - 7.2.4 Annual Committee Reports
 - 7.2.5 Constitution, Bylaws and Policies.
 - 7.2.6 Directory
 - 7.2.7 Copies of *The Voice*
 - 7.2.8 Photos
- 7.3 Work with Co-Chair to organize and sort materials.
- 7.4 Keep a Memory Book when it is deemed necessary by the Executive to have such a book.

7.5 Acquisition of Materials

- (a) The Chapter welcomes donations of materials to be considered for inclusion.
- (b) Criteria for inclusion would be – significance of the material to the history of the Chapter, the degree to which the material highlights the accomplishments of the Chapter, or furthers understanding of the character, principles and objectives of the Chapter, or other criteria determined by the Executive.
- (c) All material submitted must be accompanied by information as to the date, source and the significance of the submission.
- (d) If possible photos must also include the names of the individuals in the photo in left-to-right order, as well as information as to the occasion, and the name of the photographer, for copyright purposes.
- (f) Members are encouraged to submit materials relating to current activities of the Chapter, at any time throughout the year.

7.6 Storage of Materials

- (a) Materials must be protected from heat, light and moisture.
- (b) The archives are stored safely at a location determined by the Executive.

7.7 Access to the Archives

- (a) Material in the archives is available for research and personal interest.
- (b) Individuals may access the materials through a request in writing to the Executive. The individual may be required to fill out a materials retrieval form, which will include instruction on the access, use and return of the materials.
- (c) The Chapter may authorize copying materials that were generated by the Chapter.
- (d) When finished with the archival material, individuals will return it in the same order and condition that they received it.
- (e) An Archival Retrieval form is included in the appendix materials. Submitted requests should relate specifically to the STS Saskatoon Chapter, its activities, and major events.

8. Policies for Cards

- 8.1 Yearly, purchase the required stamps, envelopes, card making materials or cards. It has been the custom to present special cards at the Christmas banquet and at the year-end banquet. (For example: crafters, STF staff, STS office staff, WDM staff (co-ordinators, kitchen, maintenance).
- 8.2 Set up communication with the Membership and Directory Committee to receive address changes if needed.
- 8.3 Set up communication with the Chapter Outreach Committee to receive names of those who would benefit from a card.
- 8.4 Electronic Cards may also be sent to those members choosing paperless.
- 8.5 Post a notice in each edition of *The Voice* to encourage the membership to call or email the Card Committee with names and information about members who would benefit from receiving a card.
- 8.6 Provide upon request Thank you Cards to the Program Committee and the Social Committee, for those providing service to the chapter.
- 8.7 Create a brief monthly report listing the cards that have been sent to members and circulate at Executive meetings.

9. Policies for Chapter Outreach Committee

- 9.1 Work with the President and Email Co-chairs to gather information to be communicated to members who have no email.
- 9.2 The committee will follow up with an invitation to the fall welcoming event, for those without e-mail.
- 9.3 Chapter members without email are informed prior to each Chapter meeting with details about the time, place, and program for the meetings, as well as the activities for the month.
- 9.4 Obtain names of volunteers and visitees, from *The Voice*, the Executive and Chapter Meetings.
- 9.5 Co-ordinate the volunteers.
- 9.6 Ensure the designated volunteers visit all the visitees in the pre-Christmas period to deliver gifts and greeting cards.
- 9.7 The Executive sets the amount to be spent on gift packages for Christmas visits. Visitors submit reimbursement forms to the Treasurer for payment.
- 9.8 Record Keeping
 - 9.8.1 Keep a current record of members who are being contacted and by whom. In this list include addresses, phone numbers, dates, and form of contact.
 - 9.8.2 Co-chairs contact volunteers periodically for updates.

10. Policies for Email Committee

- 10.1 Work with the Executive to correlate information to be communicated to members.
- 10.2 Monthly, September to June, relay information to members.
- 10.3 Periodically check our info@stssaskatoon.ca account to see if any messages are sent to the account regarding further clarification or an answer to a specific question. Respond to any messages received.
- 10.4 Members who do not want to be contacted by telephone or email should notify the appropriate chairperson.
- 10.5 Email co-chair will provide a PDF copy of all emails to the webmaster.

11. Policies for Hospitality

- 11.1 Arrange set up and clean up for Chapter meeting lunches.
- 11.2 Periodically take inventory of supplies in STS cupboard in Eamer Auditorium kitchen at the STF and replace as necessary.
- 11.3 Provide incoming social committee co-chairs with information required.

12. Policies for Member Recognition

12.1 The Co-chairs will:

- 12.1.1 Submit the names of potential nominees to the Executive for approval and confirmation of eligibility.
- 12.1.2 Prepare a brief report for an Executive meeting on contributions and leadership provided to the Chapter for each nominee.
- 12.1.3 Guide the Chapter Executive in selecting honoree(s) for the year, and inform the nominee(s) in writing.
- 12.1.4 On receipt of approval by the Executive, contact chosen nominees to determine their willingness to accept.
- 12.1.5 When the honorees have accepted, request that they choose someone to introduce them at the Presentation Ceremony.
- 12.1.6 Report to a Chapter Executive Meeting as to the status of each nominee.

12.2 Presentation of the Honorary Life Memberships

- 12.2.1 Presentations are made at an appropriate time agreed upon by the Chapter Executive and the honoree.
- 12.2.2 When the honorees are notified that they have been selected, they will be provided with the details of the presentation ceremony. They may also provide written copies of both the introduction and response to the chairperson prior to the presentation ceremony.
- 12.2.3 The Presentation Ceremony will include:
 - (a) Presentation of an Honorary Life Membership certificate to each honoree.
 - (b) A brief introduction of no longer than three minutes emphasizing the honoree's contributions to the Chapter.
 - (c) A brief response from the honoree.
 - (d) Two complimentary tickets, if presentations are made at a banquet. A boutonniere, corsage or table centrepiece if appropriate.
 - (e) Honorees are welcome to invite additional guests at their own expense.
- 12.2.4
 - (a) At all future banquets and luncheons, Honorary Life Members are responsible for purchasing their own tickets.
 - (b) A report of the Honorary Life presentation, including a photo of each recipient, and a copy of the introduction and response of each honoree is forwarded to the Chapter Website Chairperson.
 - (c) A photo shall be forwarded to "*The Voice*" Editor for possible inclusion in the next issue.
 - (d) A report of the Honorary Life presentation, including a photo of each recipient, and a copy of the introduction and response of each honoree is forwarded for inclusion in the Archives and/or Chapter Memory Book.

12.3 Policy for Service Awards

(a) Executive Awards

- (i) The Member Recognition Committee will order the Executive Service Awards. The President will present the certificates at the June Banquet.

(b) Committee Awards

- (i) Committee Chairpersons shall submit a list of their active committee member names with any specific details to the Member Recognition Committee Chairperson prior to April 30 of each year.
- (ii) Committee Chairpersons shall ensure that accurate annual records are maintained and passed on to subsequent committee chairpersons.
- (iii) Committee awards shall be made at an appropriate time by the President or designate, assisted by the Committee Chairs.

(c) Special Awards

- (i) The Chairperson of the Membership Recognition Committee will submit, to the Executive, names of potential nominees along with a brief report regarding their contributions for approval and confirmation of eligibility.
- (ii) Upon receipt of approval by the Executive, the Chairperson contacts the recipients to determine their willingness to accept.
- (iii) The Chapter President will make the presentation at a suitable time.

13. Policies for Membership and Directory

13.1 Membership Data Base

- 13.1.1 Twice a year (February and October) receive a membership list from the Provincial STS and provide a copy to the Voice/Mail Labelling sub-committee.
- 13.1.2 Keep the database up to date with information that is received from the Provincial STS.
- 13.1.3 Forward monthly updates as required to any committees who need the info as well as the President.

13.2 Directory

- 13.2.1 Every two years consult with the Executive to determine the need for a Directory.
- 13.2.2 Committee will:
 - (a) Decide how the Directory will be distributed, if published.
 - (b) Notify members that the cutoff date for requesting the Directory will be February 1st of odd numbered years.
 - (c) Notify members via *The Voice* or email to request a Directory (via the Chapter email address, Website or by completing a form).
 - (d) Set up pick up dates and inform members via email (and an announcement on the Chapter website or mail) of the dates/locations to pick up Directories.
 - (e) Ask for volunteers to help with distribution.

13.3 Fall Welcome Event

- 13.3.1 Prepare an information package, if required (including a Directory, if available).

13.4 Policies for Associate Members

- 13.4.1 Surviving spouses fall into two categories:
 - a) Spouses who are receiving survivor benefits are deemed to be regular STS members, if they complete the necessary paperwork at the STS office. As an STS member they would pay full fees as do other members. They are not considered Associate Members.
 - b) Spouses who do not fit the above category are eligible to apply for Associate Membership.
- 13.4.2 Associate Members will be assessed the amount of the annual Chapter rebate per person, as determined at the STS Annual General Meeting to be paid to the Chapter Treasurer.
- 13.4.3 The applicant will apply in writing, including the appropriate fees, to the Chapter Executive. The Executive Council will review the application. If the application is rejected, the fees will be returned.
- 13.4.4 The name and information about the new Associate Member will be forwarded to the Chapter Outreach, Card, Email, Mailing and Registration committees and Executive members if required.
- 13.4.5. Associate Members are not eligible to serve as Chapter delegates to the STS Annual General Meeting.

14. Policies for Newsletter, *The Voice*

14.1 Publication:

14.1.1 Fall Edition – submission June 30, mail by August 15

14.1.2 Winter/Spring Edition – submission January 20, mail by Feb. 20

14.2 The editor should attempt to keep the edition to 8 pages by the following means:

14.2.1 Editing photos to a reasonable size and number.

14.2.2 Keeping Executive reports as short as possible.

14.2.3 Editors, when possible, will consult with the authors of the reports/articles to edit written material to fit into the space provided.

14.2.4 Utilizing page space efficiently – heading size, boxing articles.

14.2.5 Using graphics as fillers or for emphasis.

14.3 Regular Items:

14.3.1 President's report/message

14.3.2 Activities

14.3.3 Card committee

14.3.4 STS/STF liaison report

14.3.5 Future meeting dates

14.3.6 Back page – (have included, but may be changed) Executive, *The Voice* submissions dates, Web page/ mailing and email.

14.3.7 Feature article, poems, book reviews, etc.

14.3.8 Additional Articles: announcements, book reports, pictures, awards and recognitions, reports from other Executive members and committees.

14.4 Guidelines for Submissions

14.4.1 All submissions should be accurate and factual, and, upon request by the Editors of *The Voice*, verifiable.

14.4.2 Submissions from external organizations may be accepted if the organizations are non-profit, and are of particular interest to retired teachers.

14.5 Right to Access

14.5.1 The editors of *The Voice* reserve the right to deny any submission by any person or organization.

14.5.2 An appeal of a denial may be made to the Executive of the Saskatoon Chapter.

- 14.6 The editor makes the decisions about editing, design and production through the use of personal or contracted desktop publishing.
- 14.7 Mail out postage and envelope sealing provided by STF Mailroom.
- 14.8 Editing Committee – Volunteers from the Executive edit before publication.
- 14.9 Honorary Life Members tribute and response is not printed in full in the newsletter. The full text will be put on the website.
- 14.10 Editor will provide a PDF copy of *The Voice* to the webmaster.

14.11 Policies for Mail Labelling

- 14.11.1 The data base for the chapter membership shall be kept up to date.
- 14.11.2 When there are two members at one address, one label should be created when possible. Be sure to indicate where members prefer paperless or always paper.
- 14.11.3 Consult with the Voice Editor to determine when labels need to be printed for *The Voice*.
- 14.11.4 Print return labels or committee labels as needed for other committee co-chairs.
- 14.11.5 Volunteers may stuff and put address labels on envelopes.

15. Policies for Program

- 15.1 Gather suggestions from Executive members for possible presentations.
- 15.2 Contact presenters for upcoming Chapter meetings. Set up presentation dates, determine equipment and materials that presenters require, arrange honoraria and notify Card Committee regarding thank you cards.
 - 15.2.1 Ensure the facility is ready for the meeting.
- 15.3 Report to the Executive and the membership about upcoming events at meetings and inform Email, Website, and Chapter Outreach Committees so that they can pass on the information.

16. Policies for Public Relations/Resolutions and Advocacy

- 16.1 In formulating resolutions, refer to the appropriate sections of the Provincial Bylaws and Guidelines.
- 16.2 The Public Relations/Resolutions and Advocacy Committee meets to review all resolutions for accuracy of information, background, format, length and clarity. The Committee may suggest changes or clarification. These must be made only in consultation with the individual(s) submitting the resolutions.
- 16.3 The Public Relations/Resolutions and Advocacy Committee presents the resolutions, with a statement of rationale and background, to the Chapter Executive for discussion.
- 16.4 Current practice for the Public Relations/Resolutions and Advocacy Committee is:
 - 16.4.1 A notice may be presented to be printed in the Fall Voice and at the Chapter Meetings soliciting resolutions.
 - 16.4.2 Submit copies of the resolutions to the Executive meeting for discussion and acceptance.
 - 16.4.3 Publish resolutions in the winter edition of *The Voice*, if feasible or so desired.
 - 16.4.4 Chair the discussion of resolutions at both Executive and Chapter meetings.
 - 16.4.5 The resolutions are presented to the Chapter members as follows:
 - (a) Resolutions directed to the Provincial STS are formatted according to the STS Provincial Policy Handbook. Printed copies are presented to the members at a Chapter meeting for discussion and acceptance. Because the Chapter is not called upon to act on these resolutions, and the intent is to authorize that they be sent to the Provincial Resolutions Committee, this is handled as a regular motion, requiring a simple majority. The resolutions are then forwarded to the Provincial body as per their policy guidelines, either as Saskatoon Chapter Executive Resolutions or Saskatoon Chapter Resolutions in the appropriate format. The Criteria for Format of Resolutions is found in Guideline 3 of the Provincial STS Policy Handbook.
 - 16.4.6 Maintain contact with the Provincial Liaison Executive member(s).
 - 16.4.7 Follow up on previous years' resolutions and report to the Chapter Executive and members.

17. Policies for Registration

- 17.1 Continue to use Registration Sign in Sheets and adhesive name tags for members and guests at regular Chapter meetings.
- 17.2 Continue to purchase magnetic name tags for Executive members(currently purchased at Bazaar and Novelty).
- 17.3 Encourage Executive members to wear their name tags at Chapter meetings, Socials and the AGM.
- 17.4 Continue to investigate ways to improve the registration process.
- 17.5 Keep on file sign-up sheets only for the previous year. Others may be destroyed.
- 17.6 At the special events have the members sign their tickets if there are door prizes.
- 17.7 Report attendance of the previous event at the following Executive meeting.

18. Policies for Social

- 18.1 Make all arrangements for the evening socials, including entertainment and lunch or snacks.
 - 18.1.1 Entertainment should be approved by the Executive.
 - 18.1.2 Advertise the event in *The Voice*, email reminders and website.
 - 18.1.3 Maintain an ongoing list of possible entertainment with contact information.
 - 18.1.4 Report at Executive meeting on event, include expenses and future plans.
 - 18.1.5 Give receipts to the Treasurer for reimbursement.

19. Policies for STS Provincial Liaison(s)

- 19.1 Attend both Chapter Executive and General meetings as often as possible to be able to gather information from members and provide timely information to the Provincial Executive.
- 19.2 Make all members of the Chapter Executive aware of current information from the STS Provincial Executive.

20. Policies for Website

- 20.1 Web page address: <https://sts-saskatoon.godaddysites.com/>
- 20.2 Currently the Chapter Website includes the following features:
 - 20.2.1 Home Page
 - 20.2.2 About Us
 - 20.2.3 Membership and Benefits
 - 20.2.4 Activities and Meetings
 - 20.2.5 More: which includes Monthly Emails, *The Voice*, and Links
- 20.3 Keep information on the website current.

21. General Procedure

- 21.1 Sample of a Chapter Business Meeting Agenda
 - 21.1.1 “O Canada” (when appropriate)
 - 21.1.2 Acknowledgment of Treaty 6 Territory
 - 21.1.3 Special Announcements
 - 21.1.4 Minutes of the previous meeting (when appropriate)
 - 21.1.5 Correspondence
 - 21.1.6 Treasurer’s Report
 - 21.1.7 President’s Report
 - 21.1.8 Committee reports
 - 21.1.9 New business
 - 21.1.10 Program
- 21.2 Elections Procedure:
 - 21.2.1 The Nominating Committee will prepare a tentative slate of candidates.
 - 21.2.2 The slate is presented to the members at the May Chapter meeting.
 - 21.2.3 Additional nominations may be received from the floor.
 - 21.2.4 All contested elections will be by ballot and elections by acclamation will be a show of hands.

22. Policy for Ad Hoc Constitution, Bylaws and Policies Amendment Committee

- 22.1 The President establishes an Ad Hoc committee to deal with updates to the Constitution, Bylaws and Policies in years ending in 5 and 0.
- 22.2 The Constitution Amendment Committee works on Bylaw amendments by:
 - 22.2.1 Consulting with the Executive on changes to the Constitution Bylaws. This is usually done by asking them to submit their present documents with written notes of ideas and suggestions.
 - 22.2.2 Over the course of approximately one year, the Amendment Committee meets to discuss and make decisions regarding these suggestions.
 - 22.2.3 Another source of reference for amendments is to obtain a list of the motions passed at Executive meetings since the last document was published.
 - 22.2.4 When a final committee draft is written, it is presented to the Executive for approval before a Notice of Motion to amend the Constitution and Bylaws at a Chapter meeting.
 - 22.2.5 The Constitution Amendment Committee may wish to present a few Bylaws at a time for approval at several Executive meetings, rather than waiting until all Bylaws have a final draft. This may result in more meaningful discussion and approval of each Bylaw change rather than discussing all Bylaw proposed changes in one long marathon session.
 - 22.2.6 When Executive approval of a final draft of all Bylaws has been obtained, the committee makes a Notice of Motion to amend the Constitution and Bylaws at a Chapter meeting. Prior to that Notice of Motion, the draft is posted on the Chapter website and members are informed of this posting either electronically, in *The Voice*, or by telephone.
 - 22.2.7 The following month, at the next Chapter meeting, a vote is held on the Notice of Motion. Bylaw changes require 75% majority of voting members present and amendments are in effect as of the date of approval or any other date specified by the amendment.
- 22.3 The Constitution Amendment Committee works on Policy change by:
 - 22.3.1 Asking each Executive committee to submit written suggestions for changes, if any, to their specific policies.
 - 22.3.2 The Constitution Amendment Committee then creates a draft of the Policy section with the suggested changes and presents a copy of this draft to the Executive. There is no general Executive discussion of this draft, as it has been primarily written by the Executive committees themselves. The Constitution Amendment Committee asks the Executive committees to informally approach them if have concerns with the draft.
 - 22.3.3 Policy consists of guidelines to help Executive members do their tasks. It does not require formal steps to amend it as the Constitution and Bylaws do.
- 22.4 The last task of the Constitution Amendment Committee is to arrange for publication of the document and distribution to all members of the Executive. The general membership has access to the document through the Chapter Website.

23. Policy for Reserve Funds

- 23.1 The Reserve Fund shall be defined as the accumulated surplus of the Saskatoon Chapter General Fund.
- 23.2 A Reserve fund shall be maintained at a level determined by the Saskatoon Chapter Executive. The present goal is to maintain a Reserve Fund level of at least 50% of the previous year's expenditures.
- 23.3 The Executive shall review the adequacy of the fund regularly and may from time to time, direct that monies from the Reserve Fund be used for specific purposes. Examples may include one-time gifts or bequests, special grants or special appeals.

Annual Courtesy Protocol Guidelines

Honoraria and Courtesy for STS Saskatoon Chapter. **(Updated November 5, 2025)**

1. Christmas gift cards:
 - Three STS Admin. Staff – McNally Robinson gift cards @ \$50 each \$150.00
 - STF Design & Production – Restaurant gift card for lunch \$100.00
 - STF Reception area – a Festive Arrangement in early December. Up to \$100.00
2. Calvary Church as a thank you for use of their parking lot. Up to \$100.00
3. Flowers (or Gift Card or Gift Basket, if more appropriate)
 - a) Illness of an Executive member. Up to \$90.00
(plus delivery cost)
 - b) Death of spouse, parent, sibling, child or grandchild of an Executive member. Up to \$90.00
(plus delivery cost)
 - c) If an Executive member passes away, the Saskatoon Chapter will send flowers or
make a donation up to \$100 in accordance with the family wishes. Up to \$100.00
4. Hosts for special events. Up to \$150.00
5. The President when leaving the position. Up to. \$150.00
A gift card or gift to be decided and purchased by the Vice-President,
after consultation with the President.
6. Canadian Legion Poppy Campaign in support of veterans. Up to \$200.00
7. Chapter Outreach Committee Christmas gifts for each person visited. Up to \$25.00
(approved via an Executive Meeting Motion in 2019)

*** #1, 3, 5, & 6 – Cards from the Card Committee will be included, when appropriate.

Inventory

- Lenovo computer (Treasurer)
- Dell computer (Membership)
- Holiday Banquet Decorations (currently stored with Bonnie Semenoff)
- Filing cabinets with Archives materials (currently stored with Randy & Darlene Danyliw)

STS Saskatoon Chapter Archives Retrieval Form

1. File Identification:

2. Researcher:

3. Association or Identification:

4. Archivist:

5. Date of Request:

6. Purpose of Research:

7. Permission Granted by:

The information I obtain from the Archives is for my personal use and I will use it in a discreet and responsible manner.

Signature of Researcher:

Date Returned:

Returned to:

Refiled:



Appendix A – Christmas Craft Sale

Christmas Craft Sales at the STS Christmas Banquet began in 2010. Since then the attendance at Christmas Banquets has steadily increased. Sell outs happen earlier and earlier.

Touch base with last year's crafters in May or June, enquiring whether they plan to participate in the Christmas Craft Sale this year.

Be sure there is a 'notice' in the Fall Voice (deadline June 30) - giving the date of the Banquet, and your contact info for any crafters wishing to have a table.

Start a list of Crafters, or continue it from the last banquet's follow up. Decide how many tables you can accommodate allowing for buffet tables etc - and if the McLeod Room is available for craft tables.

You can either confirm tables with crafters on a first come first served basis, or defer all requests until you see who is interested, and make a decision by Oct 1. Be sure to communicate your plan to the Executive and the crafters. Perhaps get another Executive member to help decide who gets tables.

Once you have advised your crafters whether or not they have a table, be sure to send another confirmation email about the middle of November advising them of set up time, table location and reconfirming that their only cost for the table is providing a door prize in a gift bag for presentation at the banquet. Lighting in the banquet room for Craft tables may be inadequate - they may wish to bring a lamp.

** Be sure to let your crafters know before the Christmas tickets go on sale that they are expected to purchase a banquet ticket, tickets sell very quickly, and they need to do so before the event is sold out.

E-transfer to **saskatoonsts2022@gmail.com**

Appendix B – Banquet Seating

Irma Kittelson – Dec 2025

Using a spreadsheet with the numbers of tickets available is invaluable, to collect names when banquet tickets are sold.

Column 1 should list the ticket #s of the tickets available.

Column 2 first name of ticket purchaser.

Column 3 surname of the ticket purchaser

Column 4 method of payment

Column 5 special dietary requests, ie Celiac or allergies etc.

Column 6 will be the Table # assigned

Column 7 who the person wants to sit with – this is very important

** If a person buys two tickets and just wants to sit with that one other person use both their names in Column 7, eg. Jones/Davis

If a person buys a group of tickets just use their surname as the group name in Column 6 for each person in the group.

If people buy tickets later on and want to be added to a group, you can easily do this by putting the appropriate group name in Column 7.

Be careful that you don't go over the maximum table size.

Column 6, which you need at the end, or when tables are filled, would be for the table numbers. Number indicates the location of the tables in the room.

I have begun to use colour coding a bit also, just 2 colours though. One colour for full tables and leaving the rest the default colour.

I try to match up groups to make '8' as tickets are sold, then when sales are cut off, there is not as much to do. Sometimes it's difficult to fill tables and sometimes it's impossible, but you usually know a few people who are open to sitting with various groups of people and can be moved if necessary.

Once the table groupings are completed, you need to copy and save the spreadsheet with a new title. Then delete all the columns except Columns 2, 3, and 6.

Make sure at this point everything is the same colour and all either bold or not bold. Sort into alphabetical order by surname, and you have the seating list for the ticket tables. Obtain a table chart from banquet facility through VP.

Sorting this same sheet by Table # gives you the names for each table grouping which can be copied for Table cards to place on the tables.



Honorary Life Member Selection Rubric

This rubric is intended to provide information to Chapters regarding the types of activities that are considered when awarding an Honorary Life Membership and to assist the HLM Committee in their selection process.

The rubric is cumulative in that a total of 75 points are possible and weighted in that some activities are weighted more significantly.

A. Provincial Activities

9	8	7	6	5
- Served on provincial executive for 5 or more years	- Chaired or co-chaired a provincial executive committee	- Served as a chapter delegate at AGM(s)	- Participated in provincial recreational events	- Participated in STS partner programs such as Acer-Cart, McDowell Foundation or SSM

B. Chapter Activities

7	6	5	4	3
- Served the chapter as an executive member	- Served the chapter as a committee member	- Served on hosting committee for chapter sponsored recreational activities	- Planned program and activities for the chapter at the chapter level.	- Regularly attended chapter meeting and events.

C. Other Volunteer Activities Since Retirement

5	4	3	2	1
- Served on the executive of clubs and groups that directly impacted seniors	- Served on committees or boards that planned activities targeted to children, youth or seniors	- Participated in community activities that directly impacted seniors	- Volunteered in community events that impacted youth and children	- Volunteered in community events that impacted the general public

Scoring by adding the totals

A _____ +

B _____ +

C _____ = _____ (Total)

NOTES

[illegible]

[illegible]

NOTES

[illegible]



Superannuated Teachers of Saskatchewan – Saskatoon Chapter

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2025 – 2026 PRESIDENT

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