



BOARD CONSTITUTION

Prince Albert and Area Teacher's Association

(Last updated 2019)

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ARTICLE 1: NAME

- 1.1 The organization shall be known as the Prince Albert and Area Teachers' Association (the "Association") and shall operate as a local association of the Saskatchewan Teachers' Federation (the "Federation"). The Constitution and policies of the Association must be consistent with the legislation, bylaws and policies of the Federation.

ARTICLE 2: PHILOSOPHY

- 2.1 To promote and safeguard the interests of the members of the Association, and to secure conditions which will make possible the best professional services according to the objectives of the Association and the Federation.

ARTICLE 3: PURPOSES

3.1 The purpose of the Association is to:

- a) Further the objectives of the Federation provincially and locally.
- b) Support the professional growth of members.
- c) Bargain collectively on behalf of members for a local collective bargaining agreement subject to the local bargaining provisions of The Education Act, 1995.
- d) Ensure effective communications between members and the Federation.
- e) Ensure effective representation of members in Federation affairs.

ARTICLE 4: MEMBERSHIP

4.1 The membership shall consist of:

- a) Members of the Federation employed by the Saskatchewan Rivers School Division No. 119 or the Prince Albert Roman Catholic Separate School Division No. 6.
- b) Substitute teachers who have substituted in the Saskatchewan Rivers School Division No. 119 or the Prince Albert Roman Catholic Separate School Division No. 6, and who have become a member of this Association for the current school year under STF bylaws and payment of the membership fee.
 - i. Substitute teachers have voting privileges at meetings and may receive communications.

- c) One person from the local chapter of the Superannuated Teachers of Saskatchewan.
- d) Any person nominated by a member of the Association and approved by the Representative Assembly for honorary membership.
 - i. Up to three honorary members may be nominated each year.
 - ii. Honorary members are not voting members of the Association.

ARTICLE 5: MEMBERSHIP FEES

- 5.1 The Association may levy a fee to support the work of the Association.
- 5.2 Every member is obligated to pay any fee that is duly levied and failure to pay such fees shall be considered a matter contrary to the collective interests of teachers.
- 5.3 Any fee must be approved through a vote at a meeting that is open to all members at a General Assembly meeting no later than June.
- 5.4 Fees shall be deducted from each teacher's cheque by the Chief Financial Officer of each employing school board, according to directions provided by the Association Treasurer.
- 5.5 Fee structure:
 - a) A teacher who teaches 90 days or more in a given school year shall pay full Association fees.
 - b) A teacher who teaches fewer than 90 days shall pay fees on a pro-rated basis of 197 days (1/197th of the annual fee per day of teaching).
 - c) Fees for substitute teachers shall be determined by the Association Executive.

ARTICLE 6: ORGANIZATION OF GOVERNANCE

6.1 General Assembly

- a) The General Assembly shall consist of all members of the Association
- b) Quorum shall be at least 30 members of the Association.
- c) The Association shall meet two times per year. Meetings shall include:
 - i. Resolutions.
 - ii. Nominations for office.
 - iii. Approval of the membership fee and budget by June 30 annually.
 - iv. Approval of an annual audited financial statement from the previous year.
 - v. Amendments to the Constitution.
- d) The Association Executive may call a meeting of the Association.

- e) Any member in good standing may request a meeting of the General Assembly through the following process:
 - i. Submit a written request to the Association Executive stating the nature of the request, reason and suggested date.
 - ii. If the request is refused by the Association Executive, the member may petition the general membership and, upon receiving 10 percent of the members' signatures, may submit the petition to the Executive.
 - 1. The petition must contain the information to request a General Assembly meeting.
 - 2. A petition signed by 10 percent of members shall result in the Association Executive calling a meeting.

6.2 Representative Assembly

- a) The Representative Assembly shall consist of the Association Executive and a staff representative from each school staff.
 - i. Staff representatives shall be those persons elected to the Representative Assembly from their respective school staffs.
 - ii. Each school staff shall elect a staff representative for every 15 teachers or part thereof.
 - iii. Staff working out of each school division education centre will be considered a school staff.
- b) Quorum shall be 50 percent plus one of the Representative Assembly membership.
- c) Regular representative meetings shall be held at least five times per school year.
- d) A meeting may be called at the discretion of the President.
- e) The Representative Assembly shall:
 - i. Provide a forum for discussion, gathering and dispensing of information with relation to teacher interests through staff representatives.
 - ii. Make decisions on the need for any referendum(s).
 - iii. Approve Association Policies

6.3 Association Executive

- a) The Association Executive shall:
 - i. Consist of the President, Vice-President, Secretary, Treasurer, STF councillors, chairpersons of local implementation and negotiation committees, and school division liaisons.

- ii. Hold Association Executive meetings at least eight times per school year.
- iii. Establish committees and appoint members to the committees.
- iv. Have the responsibility to see that the standing committees are formed and to appoint other committees as it sees necessary.
- v. Organize and conduct all matters pertaining to the Association.
- vi. Conduct a referendum on any matter that cannot be dealt with at a regular meeting, subject to the approval by the Representative Assembly.
- vii. Approve the selection of the auditor.
- viii. Attend all regularly called meetings. The following procedures shall apply upon failure to attend:
 - 1. If a member of the Association Executive is unable to attend an upcoming Executive meeting, he/she shall indicate his/her possible absence to the President.
 - 2. When a member of the Association Executive fails to attend three Executive meetings without indicating due cause, he/she may be asked to resign.
- ix. Prepare a membership directory for use by the Association.
- b) Newly elected Association Executive members shall attend the June representative Executive meeting to assist in a smooth transition.
- c) **Executive Honorarium**
 - i. An amount shall be paid annually as approved within the budget and approved by the General Assembly.
 - ii. Payment shall be made at the end of June.

ARTICLE 7: COMMITTEES

- 7.1 Association Executive members shall be assigned a portfolio by the President in collaboration with members of the Executive.
- 7.2 All committees are chaired by an Association Executive member as appointed by the Executive.
- 7.3 The Chairperson for each committee shall be appointed from the membership of the respective committee.
- 7.4 Representatives from school staffs shall be appointed to the committees prior to the first Representative Assembly meeting of the school year.
- 7.5 **Nomination Committee**

- a) The Nomination Committee shall:
 - i. Consist of the President and school division liaisons.
 - ii. Prepare and present the required slate of officers for the Association Executive for an Association meeting.
 - iii. Conduct elections according to the provisions of this Constitution.
 - iv. In preparing and presenting the required slate of officers for the Executive to the Association, bear the responsibility to include advertising the positions and vacancies.
 - v. Determine the voting period and date and time by which ballots shall be returned to the Committee.
 - vi. Establish and communicate the nominations and voting process.

7.6 LINC Advisory Committees

- a) An advisory committee will be established for Association members employed by the Saskatchewan Rivers School Division No. 119 and one for Association members employed by the Prince Albert Roman Catholic Separate School Division No. 6.
- b) Each advisory committee shall be comprised of one representative for every 15 teachers or part thereof of a school staff.

7.7 The Local Implementation and Negotiation Committees (LINC) Bargaining Team

- a) The Association shall have two LINC, one for each respective employing school division.
- b) The LINC shall:
 - i. Be composed of a Bargaining Team chairperson elected from and by the membership of the Association who is employed by the respective school division, as well as three individuals selected by the respective LINC Advisory Committee.
 - 1. Individuals on LINC must be selected from different schools.
 - 2. Remain in place until a negotiated settlement has been ratified or a motion has been passed by the Association members of their respective school division.
 - ii. If a vacancy occurs, the LINC Advisory Committee shall select an individual to serve the remainder of the term.
 - iii. Following the ratification of a new Agreement, the chairperson will remain in his/her position until the end of the term.

- iv. Consult with the appropriate LINC Advisory Committee prior to making major decisions in the negotiations process, or shall ask the Chairperson of the School Division Liaison Committee to convene a meeting of all Association members of the school division in order to effectively involve them in the negotiation process.
- v. Ensure substitute teachers have input into the setting of a local asking package for the system(s) for which the substitute teacher has served.
- vi. Ensure that a written record of all communications concerning negotiations is maintained.
- vii. Arrange for a ratification vote in each school by secret ballot on any tentative contract between the teachers and the boards.
- viii. Ensure that substitute teachers are able to vote on any tentative local collective bargaining agreement for the system(s) in which they have served.
- c) In the case of a multi-year Agreement and upon a motion from Association members of the respective LINC, the original LINC may be left in place for an additional year to continue the implementation of the multi-year local collective bargaining agreement.
- d) The original LINC shall remain in place until a new committee is struck.
- e) The duties of the LINC shall include:
 - i. Bargaining collectively for a local collective bargaining agreement according to provisions of The Education Act, 1995.
 - ii. Reporting on developments in the negotiation process to their respective division in a manner they see fit on a regular basis through the chairpersons of the LINC.
 - iii. Maintaining proper liaison with the Federation during local negotiations and during the implementation process.
 - iv. Filing, by the chairperson, a copy of the Agreement with signatures with the Federation.
 - v. Ensuring implementation of both the local and provincial collective bargaining agreements.
 - vi. Ensuring that an ongoing record of grievances is maintained.
- f) Specific by school division:
 - i. Each member of the Saskatchewan Rivers School Division No. 119 LINC shall sit on the Bursary and Education Leave Committee for the respective school division.

7.8 Budget Committee

- a) The Budget Committee shall:

- i. Consist of the Treasurer, President and Vice-President.
 - 1. The Chairperson shall be the Treasurer.
- ii. Receive reports and recommendations from all committees and portfolios.
- iii. Develop a proposed budget for the next year based on the actual expenses of the current year, the anticipated expenses, and the recommendations included in the reports of the committees and portfolios.
- iv. Maintain a reserve fund of the approved budget to provide "permanent" securities to fund unanticipated expenses and to provide for operational expenses from July to November.
- v. Present the proposed budget to the school staff representatives for possible revisions.
- vi. Prepare and present the finalized budget, fee and annual audited financial statement to the May General Association meeting for approval.

7.9 **Convention Committee**

- a) The Convention Committee shall:
- b) Consist of the Treasurer, President, Vice-President and Secretary.
- c) The Co-Chairpersons shall be the President and Vice-President.
- d) There shall also be at least one additional Executive Member.
- e) Further the objectives of the Prince Albert and Area Teachers' Association by organizing the Annual Convention.
- f) Organize and conduct all matters pertaining to the Prince Albert and Area Teachers' Association Annual Convention.
- g) Appoint sub-committees as it deems necessary.
- h) Request appropriate permissions annually from the Boards of Education for date and location.

ARTICLE 8: EXECUTIVE PORTFOLIOS

- a) Association Executive members will be assigned a portfolio by the President in collaboration with members of the Executive.
- b) **Advocacy Portfolio**
 - i. The Executive member assigned shall:
 - 1. Develop an advocacy plan to positively influence public opinion.
 - 2. Establish and maintain contacts with local media.

c) Induction Portfolio

- i. The Executive member assigned shall:
 1. Provide information about the Association and the Federation to teachers new to teaching in the province and/or new to teaching in the Saskatchewan Rivers School Division No. 119 or the Prince Albert Roman Catholic Separate School Division No. 6.
 2. Issue a call for members who are new to the Association and/or the Federation.
 3. Prepare a list of new members and present the list to the President on or before the first of October.
 4. Plan and conduct the induction ceremonies of new teachers and the introduction of teachers new to the Prince Albert and Area Teachers' Association.

d) Constitution Portfolio

- i. The Executive member assigned shall:
 1. Incorporate all approved amendments into a new Constitution, and circulate copies of the amended Constitution to all Association representatives, Committee members, Association Executive members, school staffs, other members of the Association upon request, and other individuals or organizations as authorized by the Executive.
 2. Work with the Federation to ensure alignment with Federation policies and bylaws.
 3. Distribute complete copies of this Constitution to all Association representatives, Committee members, school staffs representatives, other members of the Association upon request, and other individuals or organizations as authorized by the Association Executive.
 4. Be responsible for keeping copies of the Constitution with all amendments.

e) STF Resolutions Portfolio

- i. The Executive member assigned shall:
 1. Encourage Association members to submit resolutions which address teacher concerns locally and provincially.
 2. Assist in the formulation of resolutions.
 3. Prepare copies of resolutions for distribution.

4. Ensure that the Representative Assembly, through a recommendation from the Executive, approves proposed resolutions from the Association.
5. Submit approved resolutions to the Federation.

f) Superannuation Portfolio

- i. The Executive member assigned shall:
 1. Prepare a list of superannuates by contacting the employing school boards and/or staff representative(s) each year to obtain a list of superannuating teachers.
 2. Organize the Superannuation Banquet which shall be held prior to the end of June.
 3. Provide the Federation with the list of superannuates.

ARTICLE 9: OFFICERS AND OFFICIALS

9.1 The President

- a) The President shall:
 - i. When possible, preside at all meetings of the Representative Assembly and of the Association.
 - ii. Be the official spokesperson and representative for the Association.
 - iii. Serve as a liaison between the teachers and any group with which the teachers are associated.
 - iv. Automatically, upon election, be one of the STF councillors representing the teachers of the Association.
 - v. Arrange the time and place of meetings of the Association.
 - vi. Be responsible for notifying the Association Executive, Representative Assembly and Association of all meetings.
 - vii. Conduct all correspondence for the Association.
 - viii. Communicate with members in a timely manner using a variety of tools.
 - ix. Distribute to each member of the Representative Assembly the names of officers, Association Executive members, Association portfolios and committee members of the Association in September.
 - x. Supervise voting within the Association.
 - xi. Notify all candidates of the results of elections prior to notifying the Association membership.
 - xii. In consultation with the Association Executive, designate the councillors to portfolios or ad hoc committees.

- xiii. Ensure Association Executive portfolios are assigned to members of the Executive.
- xiv. Provide general supervision of the Association's activities and projects.
- xv. With the Treasurer, act as a joint trustee of all funds
- xvi. Serve on the Nomination and Budget Committees.
- xvii. Chair the Convention and coordinate the planning of the Association Convention collaborating with the Vice-President and Treasurer.
- xviii. Seek permission from both employing school divisions for the Convention date.

9.2 Vice-President

- a) The Vice-President shall:
 - i. Assume further duties as assigned by the President.
 - ii. Assume the duties of President to the end of the term when the President resigns during his/her term of office or is unable to complete his/her term of office.
 - iii. Assist in the planning of the Association Convention collaborating with the President and Treasurer.
 - iv. Automatically, upon election, be one of the STF councillors representing the teachers of the Association.

9.3 Secretary

- a) The Secretary shall:
- b) Keep the minutes of all Association and Association Executive meetings.
- c) Prepare and make available the minutes prior to the next meeting for all Association meetings.
- d) Assist in the planning of the Association Convention collaborating with the Vice-President and President.

9.4 Treasurer

- a) The Treasurer shall:
 - i. With the President, act as joint trustee of all funds.
 - ii. Disperse monies and payment of expenses of school-hosted Association functions.
 - iii. Receive all monies collected in support of the function.
 - 1. All bills covering expenses shall be presented to the Treasurer who shall make payment according to the Constitution, policies and the budget of the Association.

- iv. Balance accounts in accordance with Association policy.
- v. Communicate to each school division the membership fee amount.
- vi. Be responsible for the collection of funds from all participating agencies included in the phone directory.
- vii. Be responsible for obtaining the financial report from all committees.
- viii. Pay all operational expenses covered by the approved budget. Expenses not included in a budget line shall be considered by the Representative Assembly.
- ix. Assist in the planning of the Association Convention collaborating with the Vice-President and President.

9.5 STF Councillors

- a) STF councillors shall:
 - i. Fulfil the role as defined by STF bylaw and policy.
 - ii. Keep the Association informed of all matters relative to the Federation.
 - iii. Attend all STF meetings hosted by the Federation for councillors.
 - iv. Upon selection by the Association Executive, assume the duties of Vice-President, Secretary or Treasurer to the end of the term when said position is unable to complete their term of office.
 - 1. The Councillor shall retain his/her Councillor status.
 - 2. Where a Councillor is unable to fill the position, the Association Executive shall make an appointment to such office for the remainder of the term.
- b) At least one Councillor will be appointed to each committee.
- c) Each Councillor will be assigned a group of schools by the President in collaboration with the Executive.
- d) In the event that a Councillor is unable to attend an Annual or Special Meeting of Council, he/she shall notify the President.
 - i. The President shall appoint a substitute in consultation with the Association Executive when possible.

9.6 Chairperson of the Local Implementation and Negotiation Committee

- a) The Chairperson of the Local Implementation and Negotiation Committee shall:
 - i. Serve as the lead negotiator and communication representative in local negotiations.

- ii. Educate members regarding the clauses contained in both the local and provincial collective bargaining agreements.
- iii. Receive grievances made by the membership and work to resolve them through communications with the Board Negotiating Committee and the Federation.

9.7 School Division Liaisons

- a) School division liaisons shall:
 - i. Be elected from Association members from the respective employing school division.
 - ii. Act as a communication link between teachers and the Board of Education on matters not dealt with in LINC. Matters may be a concern of an individual teacher, a staff or teachers as a whole.
 - iii. Strike a committee as needed using members from the Representative Assembly &/or teachers from the employing school division.
 - iv. Be responsible for calling meetings, as needed, of the school representatives of the teachers of the school division which he/she represents to deal with concerns that pertain particularly to that school division that do not fall under LINC or the Provincial Collective Bargaining Agreement.
 - v. Chair the annual division meeting which is held at the Convention.
 - vi. Be primarily responsible for maintaining effective communication between the division teachers he/she represents and the Association.
 - vii. Serve as a direct link to the school board on matters appearing to be specific to that division as authorized or sanctioned by the Executive of the Prince Albert and Area Teachers' Association.
 - viii. Act as a member of the Nomination Committee.
 - ix. Appoint members to the Bursary, Educational Leave and Extracurricular Committees, and request reports from these committees for the May Association Executive meeting (Saskatchewan Rivers School Division No. 119 only)

9.8 School Staff Representatives

- a) School staff representatives shall:
 - i. Inform teachers of the activities of the Association.
 - ii. Communicate staffs' views to the Representative Assembly.
 - iii. Support the work of all committees.

- iv. Welcome teachers new to their staffs and inform them about the Association.
- v. Be aware of the Constitution and policies of the Association.
- vi. Arrange for the implementation of the current Association Sunshine policy.
- vii. Be knowledgeable about the Constitution and enter into discussion with teachers
- viii. Be prepared to direct grievances pertaining to the Federation and Association matters to the appropriate personnel (i.e., Councillor, President of the Association, Chairpersons of the Negotiating Committees or STF personnel).
- ix. Supervise voting in the schools as requested. regarding any necessary changes.

ARTICLE 10: ELECTIONS TO AND REMOVAL FROM OFFICE

10.1 Elections

a) Nominations

- i. The Nominations Committee shall be actively involved in the invitation of candidates for Association office.
- ii. Each nomination must be signed by at least two members of the Association.
- iii. The Nominations Committee, in conjunction with the Executive, shall set the date of an Association meeting to present nominations. The date of this meeting shall be set to allow for elections no earlier than May 15 and no later than June 15 annually.
- iv. The written nominations deadline shall be noon of the day preceding the Association meeting dealing with the election of local Association officers.
- v. At the Association's nominations meeting, further nominations will be accepted from the floor. The nominee must be present to consent.
- vi. The Nominations Committee shall be responsible for distributing and collecting nomination forms and ballots.
- vii. The following positions shall be elected:
 - 1. President.

2. Vice-President.
3. Secretary.
4. Treasurer.
5. Councillors.
6. Division Liaisons.
7. LINC Chairs.

b) Elections

- i. Elections shall be held by secret ballot at each school.
- ii. Prior to counting ballots, the Nominations Committee will ensure that the number of ballots in the ballot envelope of each school tallies with the number of signatures on the voters' list of that school.
- iii. If a discrepancy occurs, the President in his/her capacity as supervisor of all voting shall make a decision as to the course of action to be followed.
- iv. In the event that the President is a candidate, an unbiased third party shall be appointed by the Association Executive to oversee the voting procedures.
- v. Candidates, or a scrutineer appointed by the candidate, may be in attendance at the counting of ballots.
- vi. Substitute teachers who have paid Association fees shall be added to the voters' list at the Association office, and balloting by these substitute teachers shall occur at the Association office balloting station.
- vii. When electing councillors, members may vote for up to the number of members required.
- viii. The terms of office of the Association Executive members will begin July 1 for one year, with the exception of the President holding a two-year term.
- ix. Where a Vice-President, Secretary or Treasurer is unable to complete his/her term, the duties of such office shall be filled by one of the councillors for the remainder of the term. The Councillor so honored will be chosen to fill the new position by the Association Executive. The Councillor shall retain his/her Councillor status.
- x. Where a Vice-President, Secretary or Treasurer is unable to complete his/her term, and if a Councillor is unable to fill the position, the Association Executive shall make an appointment to such office for the remainder of the term.

10.2 Removal From Office

- a) A motion to remove one or more duly elected or appointed officers shall only be considered and conducted under the following conditions:
 - i. The conduct of another officer has resulted in such negative effect so as to impede the work of the Association and/or Federation.
 - ii. The officer acts in a manner that is inconsistent with the roles and responsibilities outlined in the Constitution and policy.
 - iii. The officer behaves in a manner contrary to the codes and standards of the profession.
- b) Removal from office shall be considered in accordance with the following provisions:
 - i. The motion to remove an Association Executive officer must be presented to the Executive by submission of a letter indicating the request and reason.
 - ii. The President shall notify the officer immediately upon receipt of the request.
 - iii. A motion to recommend removal of an officer must be approved by two-thirds of the Association Executive as a whole, excluding the officer being considered for removal.
 - iv. The motion to remove the officer must be brought to the General Assembly within 30 days of being passed by the Association Executive.
 - v. The motion must be approved by not less than two-thirds of members present and voting at a General Assembly.
 - vi. The officer shall have the right to address the General Assembly and/or the Association Executive prior to the vote.

ARTICLE 11: VACANCIES AND RESIGNATIONS

11.1 Vacancies

- a) If a vacancy occurs on the Association Executive, a by-election will be held at the earliest convenient date. Nomination papers must be filed with the Chairperson by the candidates one full week prior to the date set for the by-election so that ballots can be distributed to all schools. If no nominations are received by the nomination deadline, the Executive may make an appointment to fill the position.

11.2 Resignations

- a) When a member of the Association Executive, not including the President, must resign before completing his/her tenure of office, the member shall:
 - i. Contact the President and state the reason and date the resignation is effective.
 - ii. Submit a letter to the President and Association Executive specifying the reason for the resignation and a date upon which the resignation shall become effective shortly after verbal contact.
- b) If the President resigns during his/her term of office, the notification shall be in writing and shall be directed to the Association Executive. The letter shall state the reason for the resignation, and the date upon which the resignation shall become effective.

ARTICLE 12: RULES OF ORDER

- 12.1 All general, Assembly and Association Executive meetings shall be conducted in accordance with Federation Council procedures. in accordance with Federation Council procedures.

ARTICLE 13: ASSOCIATION RECORDS

- 13.1 All Association officers, committee chairpersons, and portfolios shall transfer all records under their keeping to their successors in office.
- 13.2 The books shall be closed no later than June 30, with the exception of those of the Treasurer.
- 13.3 The Treasurer's books shall be closed no later than August 31.
- 13.4 The transfer of the books and records from the outgoing officers to the incoming officers shall be completed no later than August 31.
- 13.5 The transfer of the outgoing Treasurer's books to the incoming Treasurer shall occur as soon as the books are closed.
- 13.6 The new officers shall ensure that their predecessors' books and records are placed in the Association files.
- 13.7 The Association files shall be kept by the current President.
- 13.8 The Treasurer's books shall be audited by an outside accredited accountant annually.

ARTICLE 14: CONSTITUTIONAL AMENDMENTS

- 14.1 Proposed amendments shall be made in writing, signed and handed to the Association Executive.
- 14.2 The Association Executive shall review all amendments and share proposed amendments with the Representative Assembly.
- 14.3 Distribute a notice of motion that indicates the amendments to the membership.
- 14.4 A vote shall be taken on the amendments at the next General Assembly meeting.
- 14.5 Amendments shall be carried by two-thirds of those present and voting.
- 14.6 The Constitution shall come into effect upon approval by the STF Executive.

ARTICLE 15: DISSOLUTION

- 15.1 The Association may be dissolved by a vote of the membership.
- 15.2 At the time of dissolution, the General Assembly will approve the disposition of any assets, records and archival material as proposed by the Association Executive.