



BOARD CONSTITUTION

Prince Albert and Area Teacher's Association

(Last Updated & AGM Approved May 21, 2025)

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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 within their membership and the Federation.
- e) Ensure effective representation of members in Federation affairs.
- f) Advance the interests of local members through engagement with the employer.

- 3.2 The Association shall not make any representation to the federal or provincial government or any member of the parliament or legislature, or branch or agency thereof, without the explicit approval of the Federation Executive.

- 3.3. The Association shall act in a manner aligned to the collective interests of the teaching profession in Saskatchewan.

- 3.4 The Association shall not communicate publicly its opposition to Federation or other local association strategic initiatives.

ARTICLE 4: MEMBERSHIP

4.1 The membership shall consist of:

- a) Regular 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 retain full membership rights within the local association.
- c) A representative 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.

4.2 Membership Types

- a) Regular Members
 - i. Are teachers who have paid their PAATA fees and are employed by Saskatchewan Rivers Public School Division #119 or Prince Albert Roman Catholic School Division
 - ii. Regular members also include substitute teachers.
- b) Honorary Members
 - i. One representative of the local chapter of the Superannuated Teachers of Saskatchewan.
 - ii. Recipients of the PAATA Honorary Members

ARTICLE 5: MEMBERSHIP FEES

- 5.1 The Association may levy a fee to support the work of the Association.
- 5.2 Every member must pay to the local association any fee that is duly levied.
- 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).

ARTICLE 6: ORGANIZATION OF GOVERNANCE

6.1 General Assembly

- a) The General Assembly shall consist of all members of the Association
- b) Thirty members of the Association shall constitute quorum for General Assembly meetings.
- c) The Association shall meet two times per year. Meetings shall include:
 - i. Resolutions.
 - ii. Nominations for office.
 - iii. Approve through a single resolution, the budget and required fees by June 30.
 - iv. Approval of an annual financial review from the previous year.
 - v. Amendments to the Constitution.
- d) The 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 Executive stating the nature of the request, reason and suggested date.
 - ii. If the request is refused by the 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 Executive calling a meeting.

6.2 Representative Assembly

- a) The Representative Assembly shall consist of the 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) Twenty members of the Representative Assembly shall constitute a quorum for meetings.
- 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 Executive

- a) The Executive shall:
 - i. Consist of the President, Vice-President, Secretary, Treasurer, STF councilors, chairpersons of local implementation and negotiation committees, and school division liaisons.
 - ii. Hold 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 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 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 Executive members shall attend the June Executive meeting to assist in a smooth transition.
- c) The Executive shall ensure that the following are satisfactorily prepared, maintained and made available to the Federation upon request:
 - i. Financial records of the local association.
 - ii. Records of minutes of local association meetings.
 - iii. Contingency plans for vacancies in executive roles.
- d) The Executive members' conduct will be in alignment with the Federation Executive Code of Conduct.

ARTICLE 7: COMMITTEES

- 7.1 All committees are chaired by an Executive member as appointed by the Executive.
- 7.2 The Chairperson for each committee shall be appointed from the membership of the respective committee.
- 7.3 Representatives from school staffs shall be appointed to the committees prior to the first Representative Assembly meeting of the school year.
- 7.4 **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 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.

7.5 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.

7.6 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's.
 - 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.
- g) The Association shall seek guidance from the Federation on matters concerning the negotiation and implementation of their local collective bargaining agreement.

7.7 **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 review to the May General Association meeting for approval.

7.8 **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) 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 staff representatives, other members of the Association upon request, and other individuals or organizations as authorized by the 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 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, 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 Executive, designate the councillors to portfolios or ad hoc committees.
 - xiii. Ensure 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:
 - i. Keep the minutes of all Association and Association Executive meetings.
 - ii. Prepare and make available the minutes prior to the next meeting for all Association meetings.
 - iii. 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 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 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 replacement in consultation with the 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 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 concerns 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.
- ii. In the event of physical ballot voting, 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 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 are working on the election day will have voting rights.
 1. Substitute teachers who have paid Association fees and are not working that day can request a ballot vote from the Executive.
- vii. When electing councillors, members may vote for up to the number of members required.
- viii. The terms of office of the 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 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 Executive shall make an appointment to such office for the remainder of the term.

10.2 Removal From Office

- a) A member of the Executive may be removed from office for:
 - i. Behaving in a manner contrary to the codes and standards of the teaching profession.
 - ii. Failing to carry out the duties of the office.

- iii. Missing 3 or more consecutive meetings of the local association executive.
- b) The process for removal shall include the following:
 - i. A notice of motion shall be presented to all executive members at least three working days prior to an executive meeting.
 - ii. At the Executive meeting, a motion to remove the executive member must be presented and approved by at least 80 percent of the voting members present.
 - iii. An approved Executive motion to remove an officer requires approval by a simple majority at a General Assembly.
- c) The following conditions shall prevail in all proceedings related to removal from office:
 - i. A notice of motion shall be presented to the association membership at least three full days ahead of the General Assembly.
 - ii. An opportunity shall be provided to the subject representative(s) and to the mover of the motion to address both the Executive and General Assembly.
 - iii. No motion of the Executive to remove an association member from office shall stand for over 30 days without the calling of a General Assembly.

ARTICLE 11: VACANCIES AND RESIGNATIONS

11.1 Vacancies

- a) If a vacancy occurs on the 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 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 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 Executive. The letter shall state the reason for the resignation, and the date upon which the resignation shall become effective.

ARTICLE 12: RULES OF PROCEDURE

- 12.1 All meetings of the Prince Albert and Area Teachers' Association shall be conducted in accordance with Robert's Rules of Order for general meetings, assembly meetings and executive meetings.
- 12.2 Notwithstanding anything contained in this constitution, the executive may determine that a general meeting, meeting of the representative assembly or meeting of the executive be held entirely by means of telephonic, electronic or other communications facility. In the event such a meeting is to be held, the executive shall, notwithstanding anything contained in this constitution, establish the procedures for the conduct thereof including, without limitation, the procedures for voting by telephonic, electronic or other communications facility. The procedures shall be communicated to participants prior to the meeting commencing.
- 12.3 The executive may authorize absent individuals to electronically attend meeting that are being held in person.

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.

ARTICLE 14: CONSTITUTIONAL AMENDMENTS

- 14.1 Proposed amendments shall be made in writing, signed and handed to the Executive.
- 14.2 The 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: FINANCIAL MATTERS

15.1 Financial Review

- a) An individual who is not a member of the Association shall be appointed annually to conduct an audit or review of the financial records of the local association and prepare a financial statement.
- b) The audit or review shall confirm adherence to the standards provided by Chartered Professional Accountants Canada.
- c) The audit or review shall be approved at a meeting open to all members.

15.2 Remuneration and Expenses

- a) Remuneration may be provided to officers or officials through a decision of the representative assembly or general meeting.
- b) The executive shall reimburse officers and members for expenses incurred on local association business according to rates and policies approved by the representative assembly or general meeting.
- c) All expenses require executive approval prior to payment unless the executive designates such approval to another individual.
- d) Motions involving expenses of \$1,000.00 or more shall require a two-thirds majority approval.

15.3 Executive Honorarium

- a) An amount shall be paid annually as approved within the budget, based on meeting attendance and approved by the General Assembly.
- b) Payment of honorariums shall be made at the end of June.

15.4 Signing Authority

- a) Four officers shall have signing authority. All payments of monies shall require at least two signatures. Individuals shall not sign for payments to themselves.

15.5 Release Time

- a) Release time may be provided to officers through a decision of the representative assembly or general meeting. Release time for officers of the local is negotiated with the employing board(s) of education through the LINC committee representing the association.

15.6 Fiscal Year

- a) The Association's fiscal year shall be from July 1 of the current year to June 30 of the following year.

15.7 Financial Policies and Practices

- a) The Association shall establish financial policies that ensure financial practices are transparent and accountable based on generally accepted accounting principles.

ARTICLE 16: DISSOLUTION

16.1 The local association may be dissolved by a vote of the membership.

16.2 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.