

CONSTITUTION

and

POLICY

HANDBOOK

of the Superannuated Teachers of Saskatchewan

Prince Albert Chapter

September, 2024

## CONSTITUTION

### Article 1 — Name

This organization shall be known as the Superannuated Teachers of Saskatchewan, Prince Albert Chapter, and in this document will be referred to as Chapter.

### Article 2 — Aims

1. To promote the interest of members of the STS — Prince Albert Chapter.
2. To work closely with the Superannuated Teachers' of Saskatchewan.
3. To work closely with other organizations whose interest are similar to those of the Prince Albert Chapter.
4. To maintain a continuing and supportive interest in education and the education of its members.
5. To provide leadership in matters which pertain to the welfare of members of STS.

### Article 3 — Amendments

1. Proposed amendments to the Constitution shall be in writing, signed, and submitted to the Constitution Committee.
2. The Constitution Committee shall present these amendments to the Executive who shall present notice of motion to the Chapter Meeting preceding the Annual Meeting.
3. Amendments to the Constitution shall be carried by a vote of three-quarters of the members present and voting.
4. Revisions to the Constitution shall be passed at Annual Meetings, or specially called Business Meetings.

## BYLAWS

### Bylaw 1 — Membership

Membership shall be granted to the following upon payment of the fee as set by the Provincial STS at the Annual Meeting:

1. Any superannuated teacher who has received or is receiving an allowance or pension under the Saskatchewan Teachers' Superannuation Act or the Saskatchewan Teachers' Retirement Plan.
2. Any surviving spouse of a teacher or superannuated teacher receiving an allowance or pension under the Saskatchewan Teachers' Retirement Plan.
3. Any superannuated teacher, or the surviving spouse of a superannuated teacher receiving a pension under a superannuation plan or act, and who resides in Saskatchewan, or who resides outside of Saskatchewan.
4. Any superannuated teacher, or the surviving spouse of a superannuated teacher, receiving a pension under a pension plan or Superannuation Act covering members of the Federal or Provincial Public Service.

Associate membership may be granted to the following upon payment of the Chapter portion of the provincial fee:

1. A spouse of a member.
2. A teacher who has retired, but has not met the requirements for superannuation eligibility.
3. A teacher, who would be eligible, but has withdrawn contributions.

Note 1: For the purposes of the Bylaw "teacher" shall mean any person holding a valid certificate of qualification to teach in schools in Saskatchewan.

Note 2: Associate members shall have voting privileges at the Chapter level, but cannot be nominated to be representatives to the provincial Annual General Meeting.

Bylaw 2 — Officers and Committees

1. The Executive shall be the following:
  - 1.1 President
  - 1.2 Past-President
  - 1.3 Vice-President
  - 1.4 Secretary
  - 1.5 Treasurer
  - 1.6 Elected member(s) of the provincial STS Executive
  - 1.7 Local Teachers' Association Representatives
  - 1.8 Members of the appointed committees
2. The Executive may appoint other members to the Executive and grant voting privileges to them.
3. The following committees shall be appointed at the Annual Meeting. Committees shall consist of as many members as is deemed necessary to carry out the work of the committee. Committees shall have the power to add to the committee, during the year, upon approval of the Executive. The Executive shall have power to establish Ad Hoc Committees as it deems necessary. Committees will select their chairpersons.
  - 3.1 Archives
  - 3.2 Communications
    - 3.2.1 Phoning
    - 3.2.2 E-mail
    - 3.2.3 Mail
  - 3.3 Social
  - 3.4 Membership
  - 3.5 Newsletter
  - 3.6 Nominations
  - 3.7 Recreation
  - 3.8 Well-Being
  - 3.9 Website

Bylaw 3 — Elections, of Office and Vacancies

1. Elections

The Executive shall be elected in the following manner:

- 1.1 The Nominations Committee shall present a list of declared candidates for offices and Committees to the Annual Meeting.
- 1.2 Nominations will be received from the floor of the Annual Meeting.
- 1.3. Voting shall be by ballot.

## 2. Terms of Office

2.1 The term of office of all elected positions shall be from July 1 to June 30 of the following year.

## 3. Vacancies

3.1 Where the President resigns during his/her term of office, the Vice-President shall assume the presidency to the end of the term.

3.2 Where the Vice-President is unable to complete their term, the Executive shall make an appointment to such office for the remainder of the term.

3.3 Where a Secretary or Treasurer is unable to complete their term, the Executive shall make an appointment to such office for the remainder of the term.

3.4 If a vacancy occurs in the chairpersonship of any Committee, the Executive shall approve the selection the chairperson to that position, from the remaining members of that Committee.

## Bylaw 4 — Financial Affairs

### 4.1 Fiscal Year

The fiscal year shall be from July 1 to June 30 of the following year.

### 4.2 Signing Authority

The signing authority for the Prince Albert Chapter shall consist of two out of the three following Executive members: President, Secretary, and Treasurer.

### 4.3 Officers' Books and Records

4.3.1 Outgoing officers shall transfer all books and records no later than June 30th.

4.3.2 The new officers shall ensure that books and records of their predecessors are forwarded to the Archives Committee for placement in the appropriate file.

## Bylaw 5 — Meetings

### 5.1 Annual Meetings and Chapter Meetings

5.1.1 One Business Meeting, called the Annual Meeting shall be called between May 1st and June 30th.

5.1.2 The Annual Meeting shall include the following topics:

1. Election of Executive and Committees.
2. Fee structure for Associate members.
3. Interim Financial Statement.

5.1.3 The Executive shall set Chapter Meetings on the third Tuesday of the month of the Chapter Meeting. The Executive may change the date of the Chapter Meeting to avoid conflict with other events.

5.1.4 There shall be a minimum of four Chapter Meetings per Calendar year.

## 5.2 Executive Meetings

5.2.1 The Executive may meet each month as agreed upon by mutual consent. The Executive meeting shall be held prior to the Chapter Meeting.

5.2.2 One such meeting shall be in August, and shall include in-coming and out-going Executive members to facilitate the transition of Executive duties.

5.2.3 Special Executive Meetings may be called by the President.

5.2.4 The President shall call a special Executive Meeting at the request of any three Executive members if procedures as prescribed in Bylaw 5.3.1.

5.2.5 Executive members shall receive notice of Executive Meetings in the week prior to the date of the meeting.

5.2.6 Executive Meetings may be held without formal notice, if all members are available to attend.

## 5.3 Special Business Meetings

5.3.1 Special Business Meetings may be called to deal with a defined agenda.

5.3.2 Any ten members of the Prince Albert Chapter may submit a written request to the Executive requesting a special Business Meeting. The request shall contain the following: the nature of the request, and the date of the proposed meeting.

1. The request must contain the following: the nature of the request, and the date of the proposed meeting.

5.3.3 If the request in 5.3.2 is refused by the Executive, those requesting the special Business Meeting may petition the membership, and upon receiving the signatures of twenty percent (20%), the members may submit the petition to the Executive. Upon receiving the petition, the Executive shall call a special business Meeting in accordance to the

request of 5.3.2.

5.3.4 The petition must contain the information as per 5.3.1-1.

## Bylaw 6 - Duties of Executive and Executive Officers

### 6.1 Executive

6.1.1 Arrange time and place of meetings

6.1.2 Organize and conduct all matters pertaining to the Chapter subject to limitation as specified by the Constitution.

6.1.3. Appoint committees.

6.1.4 Appoint members to the Executive, subject to approval by the membership.

6.1.5 Have authority to appoint members to other organizations.

6.1.6 May select up to three members annually, to be presented with the Award of Distinction.

6.1.7 Receive reports from committees for consideration of the Executive meeting and for presentation at the Chapter Meeting.

6.1.8 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, they shall indicate their possible absence to the President.
2. When a member of the Executive fails to attend three meetings without indicating due cause, they may be asked to consider resignation. If a resignation occurs, procedures shall be enacted according to the Bylaw 3 - Vacancies - 3.1 to 3.4

### 6.2 President

6.2.1 Be the official spokesperson for the Prince Albert Chapter and ceremonial representative for the Chapter.

6.2.2 Preside at all meetings, and take general supervision of all work pertaining thereto.

6.2.3 Be ex-officio a member of all committees, except the Nominations Committee.

6.2.4 Be, automatically, a representative to the STS Annual Meeting.

6.2.5 Be the supervisor of all voting, except elections.

6.2.6 Ensure that all Chapter correspondence is conducted.

6.2.7 Ensure that the Chapter report is submitted to the STS Annual General Meeting Committee by April 20th.

6.2.8 Arrange for the introduction and thank you of provincial STS President on the occasion of the President's visit to the Chapter.

### 6.3 Past-President

6.3.1 Chair the Nominations Committee

6.3.2 Supervise the voting for the election of the Executive.

6.3.3. Present, to the outgoing President, on behalf of the Chapter, a suitable gift at an appropriate time in the Annual Meeting.

6.3.4. In the event the Past President is unable to fulfill the duties, the Executive shall appoint a replacement.

### 6.4 Vice-President

6.4.1 Assume the duties of the President in his/her absence.

6.4.2 Be a member of the Social Committee.

6.4.3 Assume further duties as assigned by the President.

6.4.4 Assume the position of the President to the end of the term, if or when the President is unable to continue.

6.4.5 Arrange for the venue for Chapter Meetings.

### 6.5 Secretary

6.5.1 Keep the minutes of all Executive Meetings, Chapter Meetings, and the Annual Meeting, and make these available to the next meeting.

6.5.2 Keep copies of the constitution and all amendments.

6.5.3 Deliver appropriate notification of Executive Meetings. Executive members shall be notified in the week prior to the date of the meeting.

6.5.4 Submit reports of the Chapter Meetings to the local newspaper, when appropriate. A copy shall be sent to the President.

6.5.5 In September, distribute to the Executive members, the names, addresses, phone numbers and e-mail addresses of members of the Executive, if appropriate.

## 6.6 Treasurer

6.6.1 Receive, collect and bank all monies of the Prince Albert Chapter, and disburse the same as directed by motion of the membership, or by motion of the Executive.

6.6.2 With the President and Secretary, act as joint trustee for all funds.

6.6.3. Present a financial statement at the request of the President or the Executive.

6.6.4 Prepare and present a yearly, financial statement, annually.

## 6.7 Chairpersons of Standing Committees

The Chairpersons of all Standing Committees shall be responsible for chairing the meetings of their respective committees and presenting reports to the Executive after each Committee meeting.

## Bylaw 7 — Quorum

7.1. A quorum at Executive meetings shall consist of those in attendance.

7.2. A quorum at a Chapter Meeting, an Annual Meeting, or a special Business Meeting shall consist of the members in attendance.

## Bylaw 8 — Amendments to Bylaws and Policy

8.1 The Executive may, by resolution, amend, repeal or make bylaws or policies that regulate the activities and affairs of the Chapter. Such changes shall become effective until the next Chapter Annual Meeting or Special Business Meeting. These changes must be submitted in the form of a resolution to the next Chapter Annual General Meeting or Special Business Meeting for confirmation, rejection or amendment by the representatives.

8.2 Except for the provisions in the Bylaw on Membership, every bylaw or policy, amendment or repeal thereof shall state an effective date which shall not be more than thirty days from the day on which the bylaw, policy, amendment, or repeal was made.

- 8.3. If any bylaw, policy, amendment or repeal is rejected by the members at a Chapter Annual Meeting or Special business Meeting or is not submitted as provided in Bylaw 8, the bylaw, policy, amendment or repeal ceases to be effective and not subsequent bylaw, policy, amendment, or repeal having substantially the same purpose or effect shall be effective until confirmed or confirmed as amended, by a Chapter Annual Meeting or a Special Business Meeting.
- 8.4. Policy statements may be passed by the Executive or at the Chapter Annual Meeting or at a Special Business Meeting.
- 8.5 Amendments shall be forwarded to the Executive for inclusion in the earliest edition of the Newsletter.

#### Bylaw 9 — Enforcement

The Constitution, Bylaws and Policies contained in this document shall annul all previous Constitution, Bylaws, Policies and Amendments thereto, and shall become effective on the July 1 next following the Chapter Annual Meeting or such other date as specified in the resolution.

#### Policy 1 — Relationship with other Organizations

- 1.1 Be a member of the Superannuated Teachers of Saskatchewan (STS).
- 1.2 Elect a representative to the local teachers' association.

#### Policy 2 — Resolutions

- 2.1 Resolutions shall be submitted to the Executive, who shall present them to a Chapter Meeting. Resolutions should include background information. Emergent resolutions may be accepted from the floor of a Chapter Meeting.
- 2.2 Resolutions, to be forwarded to the STF for inclusion at Spring Council, must be submitted to a local Chapter Meeting prior to the November Executive of the provincial STS.
- 2.3 Resolutions to the STS Annual General Meeting must be submitted to a Chapter meeting prior to the deadline as set for provincial resolutions.
- 2.4 Resolutions, to be presented to the local Chapter Annual Meeting, must be submitted to the Executive prior to the May Executive Meeting.

#### Policy 3 — Provincial Honorary Life Memberships

- 3.1 The Chapter may nominate candidates for Honorary Life Membership in the Provincial STS.

3.2 Nominations shall be forwarded to the Executive.

3.2 Approval shall be given through resolution at a Chapter Meeting, and names submitted to the Provincial STS.

#### Policy 4 — Awards of Distinction

4.1 The Executive shall advertise for submission of names of candidates who are deemed worthy of being honoured with the Award of Distinction.

4.2 Members of the Chapter or Executive may nominate candidates to be honoured with the Award of Distinction.

4.3 Nominations shall be forwarded to the Executive on the forms provided.

4.4 The Executive shall select up to three candidates for the award based on their participation in local Chapter activities.

4.5 The Executive, shall, by a vote, determine the recipients of the Award of Distinction, and notify them by letter.

4.6 The Executive shall determine the time, and the date of the presentation, and make the necessary arrangements.

4.7 The Executive shall establish an An Hoc Committee to see to the arrangements for the Awards of Distinction.

#### Policy 5 - Scholarships, Awards, and Donations

5.1 Annual scholarship shall be donated to the Prince Albert Music Festival Association. The amount shall be determined by resolution at a Chapter Meeting.

5.2 An annual donation shall be made to Two Miles for Mary. The amount shall be determined by resolution at a Chapter Meeting.

5.3 The Chapter may choose to fund other financial requests. The request must be related to either education or an association whose mandate is to assist those who are retired. The amount shall be determined by motion at a Chapter Meeting.

5.4 Information, for other donation requests, shall be made available to the membership at a Chapter Meeting.

#### Policy 6 — Complimentary Tickets

6.1 Complimentary tickets shall be to an Award of Distinction recipient, and a guest, on the occasion of the induction, if the occasion warrants.

6.2 Complimentary tickets shall be given to specific guests as approved by the Executive.

Policy 7 — Honoria to Guests

7.1 Committees may give an honorarium and/or expenses of up to one hundred dollars (\$100.00) to presenters.

7.2 Larger expenditures must be authorized by the Executive.

Policy 8 — Representative to Provincial Annual General Meeting

8.1 The President shall, automatically, be a representative.

8.2 Representatives shall be chosen according to the specifications of the Provincial Bylaw 5 — 5.1.3.

8.3 Delegates to the provincial AGM shall be selected in the following manner:

1. Current Executive members who desire to attend, and up to two Executive nominees, will be given priority in delegate selection.
2. Other Chapter members, who wish to attend as delegates will indicate this by signing a list. Names on this list will be ranked by random draw to complete the delegate list and provide for alternates.

8.4 If an elected representative is unable to attend, they shall contact the President, who will contact the alternate representatives to fill the blanks.

8.5 If a representative incurs expenses above those covered by STS, the Chapter may reimburse the expense upon receipt of an itemized list, upon approval by the Executive.

Policy 9 — Conduct of Meetings — Rules of Order

The President or designate shall act as Chairperson. On procedural matters not dealt with in this document, the President's decision shall prevail. The Assembly shall be the final decision-maker.

To this purpose, the following point shall be noted:

9.1. The Assembly shall be the voting members in attendance as determined in accordance with Bylaw 7 - 7.2.

9.2 Changes to the Constitution, Bylaws and Policies require 65% of those present and voting at a Chapter, Annual, or Special Business Meeting.

- 9.3 Any member at the Assembly may challenge a decision of the Chair. The Chairperson shall immediately ask for a motion to “sustain the decision of the Chair”. If the motion is defeated then the intent of the challenge shall be accepted.
- 9.4 A resolution may be withdrawn when a motion to do so, presented by the original mover or a representative, is approved by the Assembly.
- 9.5 The presenter or a representative of that individual or group who presented the resolution shall have the right to open and close debate. At the decision of the chair, this individual may offer further information during debate in answer to specific questions or may enter new arguments. Any summary or recap shall end debate.
- 9.6 The presenter or representative may speak a second time to introduce new arguments or information, but only after all others wishing to speak have had the opportunity.
- 9.7 A motion to amend a resolution shall be accepted if it does not change the intent of the resolution. The amendment shall be voted on before returning to debate on the original or amended motion.
- 9.8 A resolution may be tabled by a majority vote. A motion to table may suggest a time at which the resolution should be lifted and brought before the meeting. A motion to table a resolution is not debatable.
- 9.9 A resolution may be referred, by a majority vote, to the Executive or other body, for further information or research. A motion to refer is debatable.
- 9.10 Emergent resolutions from the floor may be accepted for debate with the approval of 65% of those present and voting at the Assembly.

## Guideline 1 — Duties of Committees

### 1.1 Archives Committee

- 1.1.1 Arrange for filing of all minutes and reports of all Executive and Chapter Meetings.
- 1.1.2 Arrange for filing of other appropriate material and memorabilia pertaining to the Chapter.
- 1.1.3 Compile an itemized list of all materials included in the Archives.

## 1.2 Communications Committee

### 1.2.1 Phoning Committee

1. Arrange for telephone captains for the year.
2. Disperse information about meetings, and other areas of concern to telephone captains under the direction of the Executive.
3. Arrange for telephone contact with members in the week prior to a Chapter or special Business Meeting. No contact is necessary to those who have stated that they want no contact.

### 1.2.2 E-Mail Committee

1. Obtain names of members wishing to be informed of meetings and/or delivery of newsletter by e-mail.
2. Disperse information about meetings, and other areas of concern after Executive Meeting or as directed by the President or Executive.
3. Obtain Newsletter document and distribute newsletter to e-mail list members at the time of distribution to other members.

### 1.2.3 Mail Committee

1. Obtain names of members wishing to be informed of meetings and/or delivery of Newsletter by postal mail.
2. Disperse information about meetings, and other areas of concern after Executive Meeting or as directed by the President or Executive.
3. Obtain Newsletter document and distribute Newsletter to mailing list members at the time of distribution to other members.

## 1.3 Newsletter Committee

1.3.1 The Newsletter Committee shall consist of two committees: (a) an Editorial Committee, and (b) a Distribution Committee.

1. The Editorial Committee shall:
  - a. Consist of up to five members.
  - b. Advertise for articles, edit such, and provide for the printing of the Newsletter.

2. The Distribution Committee shall:
  - a. Consist of approximately three Chapter Members.
  - b. Obtain printed Newsletter from the printers.
  - c. Develop a distribution system for delivery.
  - d. Contact Chapter Members to provide for a Distribution team.
  - e. Obtain address labels, label envelopes, package Newsletter and distribute bundles to the members of the Distribution team.
  - f. Provide for the mailing of the Newsletter to out-of-area members.
  - g. Provide, where applicable, for e-mailing of the Newsletter.

#### 1.4 Nominations and Constitution Committees

The Nominations Committee shall consist of the Past-President, if available, and two appointees selected by the Executive from the Chapter members.

- 1.4.1 Prepare and present, to the Annual Meeting, the required slate of Officers, and Committee members for the Chapter.
- 1.4.2 Accept nominations from the floor of the Annual Meeting.
- 1.4.3. Conduct elections according to the provisions of Bylaw 3.
- 1.4.4. In preparing and presenting the slate of officers for Executive and Committees, the Nominations Committee's responsibility includes advertising the positions.
- 1.4.5 The Nomination Committee shall be actively involved in contacting and inviting candidates for the elections.
- 1.4.6 If a discrepancy occurs in voting, the Past President in his/her capacity as supervisor of election voting, shall make the decision as to the action to be followed.
- 1.4.7 The Nomination Committee shall outline voting procedures.

The Constitution Committee shall consist of at least two appointees selected by the Executive from the Chapter members.

- 1.4.8 Accept all written submissions for proposed changes to the Constitution, Bylaws, and Policies.
- 1.4.9 Submit proposed changes to the Executive, Chapter Meetings, and the Annual Meeting.
- 1.4.10 Incorporate all approved amendments into a new Policy Handbook, and circulate copies of the amended Handbook to all Executive members, and to other individuals or organizations as authorized by the Executive.

1.4.11 Encourage members to submit resolutions which address local and provincial or national concerns.

1.4.12 Assist in the formulation of resolutions.

1.4.13 Present copies of resolutions to Chapter, Annual, or Special Business Meeting.

1.4.14 Prepare and present all resolutions to the Executive for disposition by the President to the appropriate agencies.

### 1.5 Social Committee

1.5.1 Make arrangements for refreshments to be served at Chapter Meetings.

1.5.2 Arrange for Chapter members to assist with the serving of refreshments, and for cleaning up of equipment used.

1.5.3 Arrange for the greeting of members and guests at Chapter Meetings.

1.5.4 Prepare and organize programs for the coming year.

1.5.5 Present, in advance, a list of up-coming programs.

1.5.6. Arrange for the comfort of those presenting programs.

1.5.7. Arrange for introduction and thank you to presenters, with the exception of the provincial President's visit.

1.5.8 Arrange for presentation of a gift to the presenter, if the occasion warrants.

1.5.9 Arrange for collection of monies, head table arrangement, decorations, and entertainment for banquet programs, when be necessary.

### 1.6 Membership Committee

1.6.1 Arrange contact with (all) potential members (in September) of each year.

1.6.2 Arrange for up-dated list of names of members, addresses and phone numbers.

### 1.7 Recreation Committee

1.7.1 Arrange for publicity regarding provincial STS recreation events, and facilitate registrations for those who wish to attend.

1.7.2 Prepare and present, in September, a list of suggested activities with possible dates, and venues.

1.7.3. Arrange for publicity regarding all Chapter recreation activities.

1.7.4 Arrange for all particulars regarding the recreation activities, including the collection of monies.

#### 1.8 Support Services Committee

1.8.1 Act as liaison with the Provincial Support Services Committee.

1.8.2 Assist members who wish to access the web site.

1.9.3 Provide information to members not able to access the web site.

#### 1.9 Well-Being Committee

1.9.1 Arrange for cards to those members who are ill, shut-in, have lost an immediate family member, or who is leaving the area.

1.9.2 Receive authorization from the Executive to purchase and present a gift at the time of bereavement of an Executive member.

1.9.3 Arrange, when possible, for visits to those who are shut-in, or are unable to attend meetings so as to keep them informed about activities of the Chapter and the provincial STS.

#### 2.0 Website Committee

The Website Committee will monitor the Chapter Website to ensure it's maintenance.

#### Guideline 2 — Distribution of Chapter Membership Lists and/or Directories

2.1 Membership lists and/or directories shall not be distributed to all members unless authorized by the Executive.

2.2 All other requests for membership lists and/or directories from outside sources shall be denied.

### Guideline 3 -Dissemination of Information using E-Mail

- 3.1 The email list comprises addresses of members who personally, willingly and voluntarily give their email address to an Executive member of the STS PA Chapter. Addresses so given should be passed onto the Executive member who is in charge of the electronic communications and not kept in the possession of the Executive member who collected the address from said member.
- 3.2 The Executive member who keeps the addresses on his(her) computer will store them in a file solely for STS PA Chapter communications. He(she) must keep the addresses as secure and confidential as possible
- 3.3 A back up list of the email addresses will be kept on the computer of another Executive member who will also be able to email notices should the need arise and with the permission of the primary electronic communications officer and or the permission of the Executive.
- 3.4 The emails sent out will not show any member's email address on the outgoing emails other than the member mailing the notices. The emails will be sent as a mass mailing to all members of the STS PA Chapter and will be in the Blind Carbon Copy (BCC).
- 3.5 If a genuine request from outside the STS PA Chapter is received asking to use the email address list of the STS PA Chapter, the person accepting the request must put it before the Executive for authorization.
- 3.6 If the timing of such a request is such that the Executive is not able to meet, any two of the President, Vice President and email coordinator may authorize the sending of the information. If emails not pertaining to notice of meetings or newsletters are sent out to the STS PA Chapter members and any complaints are received from members on the email list then the Executive must be informed and a decision made whether to permit this again.
- 3.7 Any STS PA Chapter member with an email address on the list who requests removal of their address, will have it removed as soon as possible. No trace of it will be left on either the primary computer or the backup computer.

### Guideline 4 - Overview of Activities for Local Chapters

#### 4.1 Overview of Activities

While membership is of prime importance, there are other activities which are important to the functioning of STS. Some of these must be completed by a specific date. Others that are less time-sensitive have been and these are listed below:

February - by February 14th

- The Chapter submits, in the format outlined in Outreach, the nominations for Provincial Honorary Life Membership to the Chairperson of the Provincial Honorary Life Membership Committee.
  
- The Chapter submits to the Provincial Past-President nominations for the provincial Executive. Other nominations are accepted until nine o'clock in the morning on the day on which the business portion of the STS Annual General Meeting occurs.
  
- The Chapter submits resolutions for discussion at the Annual General Meeting to the Chairperson of the Resolutions Committee. Other resolutions will be accepted at any time up to the day before the presentation of resolutions at the Annual General Meeting.

April - by April 1st

- The Chapter submits to the STS Office a list of local Chapter delegates to the Annual General Meeting.
- The Chapter seeks nominations for Chapter officers for the following year.

April 20th

- The Chapter submits to the STS Office a Chapter report for inclusion in a compendium of Chapter reports to be presented at the STS Annual General Meeting and the names of Chapter Award Recipients for recognition at the Annual General Meeting.

June — by June 30th

- The Chapter submits to the STS Office a list of the Chapter President, Secretary and Treasurer with addresses, postal codes, telephone numbers, and e-mails addresses when possible.

## 4.2 Ongoing Activities

The Chapter President:

- Reminds Chapter members that receipt of Outreach and qualification for participation in the STS Benefits Program is contingent upon membership in the STS.
- Invites Chapter members to submit items to Outreach.
- Encourages members to read Outreach carefully so as to be informed about STS events and activities.

- Encourages members to draft resolutions for submission to the provincial Annual General Meeting.
- Attends STF Pre-Retirement Seminars to invite new superannuates to join the STS.
- Ensures that the Guidelines for Release and Use of STS Information are implemented.

#### 4.3 Conclusion

As stated in the Provincial Bylaws, all correspondence for consideration of Provincial Executive members shall be submitted to the appropriate Executive member or Committee at the STS Office, 2317 Arlington Avenue, Saskatoon, Saskatchewan S7J 2H8, unless otherwise directed. Although suggestions have been made regarding the performance of duties by specific Chapter officers, the Chapter is encouraged to determine the most appropriate manner in which the responsibilities can be carried out.

September, 2024