



PRAIRIE VALLEY TEACHERS' ASSOCIATION

Prairie Valley Teachers' Association Policies

Updated - May 2025

Table of Contents

Election Policy	2
Executive Meetings	4
Financial Policy.....	5
Convention.....	7
LINC	8
Vacancies	10
Belief on Teacher Transfers	11
Social Media.....	12
Records and Retention	13
Scholarship.....	14
Professional Development.....	15

PVTA Elections Policy

Beliefs:

1. members should have a voice within their Association through its elected officials;
2. Elections are the best way to engage interested members to become the voice of the Association in matters with the Division, Federation, and other Education Stakeholders;
3. members have the right and responsibility to participate in the democratic process of choosing its representatives.

Principles:

1. Any PVTA member can run for election under the following guidelines:
 - 1.1 for the position of Councillor, provided they are on a continuing or temporary contract for the duration of the school year in which they are seeking election;
2. Positions of President, Vice President, Councillor and LINC shall be elected by a vote of all the membership.
3. All members are entitled to one ballot per election.
4. Specific numbers of votes received by each candidate will not be released to the membership. Voter turn out will be released.

Elections Procedures

The following procedures shall be adhered to:

1. The Chief Returning Officer (CRO) shall
 - a. be the secretary of the PVTA as indicated in the Constitution.
 - i. should the secretary be unable or unwilling to act in the role, a CRO will be appointed by the President
 - b. be a member of the PVTA membership.
 - c. not run for a position in the election which they are CRO.
 - d. ensure that all elections procedure are adhered to and will report results to the PVTA Executive and membership.
 - e. ensure nomination forms are sent to the membership prior to the nomination period
 - f. ensure that ballots are distributed via an online voting system to all members
2. Positions
The order of Elections shall be as follows:
 - a. President;
 - b. Vice-President;
 - c. Councillor and LINC
 - i. The number of Councillors elected may vary annually according to STF bylaw 2.3.1, which states:
STF Bylaw: 2.3.1 “Each local association shall elect councillors based on the number of members within the local association as at September 30 of that year as follows: Fewer than 130 members, two councillors plus one additional councillor for each 65 members, or fraction thereof, in excess of 129 members. Part-time teachers shall be counted as full-time teachers but substitute teachers shall not be counted.”
 - ii. The number of LINC representative will be determined by PVTA Constitution and Policy

3. Nominations
 - a. Nomination forms will be sent to the entire membership prior to the nomination period commencing
 - b. Nomination forms must be signed (personally or electronically) by two members of the PVTA membership.
 - c. Nomination forms will indicate the positions available and the dates of the nomination period and election period
 - d. The nomination forms for President and Vice President shall be distributed at the same time.
 - e. Nominees for President shall indicate their intention to run for Vice President if unsuccessful in the President election.
 - f. Nomination forms must be received by the deadline listed on the form.
 - g. Nomination forms must be filled out correctly or will be returned to the nominee. In the case that a form is returned to a nominee and not resubmitted prior to the deadline, the nominee will not be included on the ballot.
 - h. All nominee biographies must be received by the deadline for nominations or will not be included with the nomination package.
 - i. Nominee information shall be distributed to voting membership prior to the start of the vote.
 - j. Names of nominees will be placed on the ballot in the order that their nomination forms were received by the CRO.
4. Elections
 - a. All initial voting shall occur prior to Victoria Day weekend.
 - b. Voting shall take place via an electronic voting system (example Election Buddy). In the case that no suitable electronic system is available, the CRO may decide to run the election via paper ballot.
 - c. Members shall be notified of voting and given electronic access via their PVSD email. In the case that a teacher is on leave, notice will go to the personal email address as provided.
 - d. The voting system shall be set up to ensure that results cannot be viewed by anyone, including the CRO or vote administrator until the election closes.
 - e. Elections shall run for a minimum of two full work days.
 - f. Candidates will be contacted with election results within 24 hours of the end of the election.
 - g. In the event of tie, the election will be run again with only the names of the tied nominees being on the ballot.

Executive meetings

1. The PVTA believes that the Executive of the association must maintain a high level of ethical, moral and legal conduct in carrying out its duties.
2. The executive shall meet monthly, or at the call of the president, or by its own motion. At least five days' notice shall be given to the members of the executive of the time and place of a meeting of the executive.
3. Shall be chaired by the president or a voting member appointed by the Vice - president
4. Committee chairs shall send electronic reports in advance of meetings so that meeting time is focused on discussion of concerns/items that arise from the report. No oral reports will be given at the meetings. An exception shall be allowed for emergent items that arise less than 36 hours prior to the start of the meeting.
5. Meetings may not commence until quorum has been met.
6. Only elected chairpersons shall have voting privileges at executive meetings.
7. The only member of LINC that shall be a member of the executive is the chair, unless a LINC member also holds another position that requires them to be at the meeting.
8. Only those persons who are duly elected, and comprise the executive shall have voting powers.
9. Elected members are expected to attend all executive meetings, and shall provide 24 hours notice if unable to attend. An exception shall be allowed if an emergency arises.

Financial Policy

1. Honoraria, Allowances, and/or Stipends should remunerate members of the Executive for actual and/or assumed expenses in regards to their attendance at Executive, Committee meetings, and annual Council meetings. Remuneration should not exceed the rates used by the Federation.
2. Financial matters of the PVTA should be based on transparency to members and avoid any appearance of impropriety.
3. Real and actual expenses shall be compensated for while in the service of the PVTA. Executive members should endeavor to limit costs where appropriate.
4. **Signing Authority**
 - a. The President, Vice-President, Secretary and Treasurer shall be vested with this authority.
 - b. To be valid, cheques drawn on PVTA accounts shall be signed by any two signatories.
 - c. Cheques which are written to the President, Vice-President, Secretary, or Treasurer must contain signatures other than that of the member to whom the cheque has been made payable.
 - d. The President and one other signatory may expend up to \$200.00 of the Prairie Valley Teachers' Association funds to meet contingencies without prior Executive approval.
5. **Expenses**
 - a. All reasonable incurred expenses for executive, representative assembly, and committee meetings related to the business of the Prairie Valley Teachers' Association will be paid.
 - b. Expense claims must be submitted to the Treasurer on the official Prairie Valley Teachers' Association Payment of Expenses Voucher within the calendar year in which the expense was made.
 - c. Expenses should be accompanied with related information such as receipts or invoices.
 - d. All members on Prairie Valley Teachers' Association committees shall receive a meal allowance of \$10.00 (15.00) per attended meeting should a meal not be provided. (member must be physically present to qualify. Attending digitally or by phone does not qualify)
 - e. Expenses above \$200.00 shall be paid through an Executive motion.
 - f. Members of the PVTA Executive may claim reasonable expenses incurred for dependant and pet care. Remuneration should not exceed the rates used by the Federation.

6. Honoraria

a. Honoraria shall be paid annually based on the following rates:

Position	2025-26
President	\$1500
Vice President	\$500
LINC Chair	\$500
LINC Vice Chair	\$200
Secretary	\$300
Treasurer	\$300
Councillors	\$300 (note ii) \$50 for each meeting of council (note iii)
Committee Chairs	\$200
Committee Members	\$25 for one committee \$100 for 2 or more committees
LINC Team members	\$100 in bargaining year

- i. Honoraria is based on attendance of a minimum of 80% of Executive meetings and roles on committees. Absences will be calculated and reduced on a pro-rated basis.
- ii. An honorarium of \$50 total will be paid to executive members (Councillors) who attend 100% of Annual Meeting of Council if meeting is in person.
- iii. An honorarium of \$50 total will be paid to executive members (Councillors) who attend 100% of Councillor Conference and Special Meeting of Council if meeting is in person
- iv. An honorarium of \$50.00 per day shall be paid to committee members attending meetings on non-school days related to the business of Prairie Valley Teachers' Association with approval of the president.

Convention

- a. All members of the Association are expected to attend convention unless a specific written request, and supporting documentation have been submitted to the President, and an exemption granted.
- b. Convention days should be planned for the best interest of teachers.
- c. Any convention should be run, and paid for, by teachers for teachers.

LINC

1. Will work to ensure the best working conditions for the Teachers within the Prairie Valley School Division.
2. The PVTA LINC committee will negotiate the Local Agreement in the best interests of the teachers.
3. Will develop and foster a good working relationship with Prairie Valley School Division.
4. LINC Chair
 1. The LINC Committee at their first meeting of the school year shall select a Chair for the committee for that school year.
 2. This person can not be the current President of the PVTA.
 3. Works with the President on administration of the local collective agreement.
5. LINC Vice Chair
 1. The LINC Committee at their first meeting of the school year shall select a Vice Chair for the committee for that school year.
 2. Assist the Chair of the LINC committee with any or all of the items outlined in the duties of the Chair and attend all meetings pertaining to LINC.
 3. Shall assume the role of LINC Chair should the Current LINC Chair be unable to continue on with their duties until such time the LINC Chair is able to take over their duties again or a new school year has started.
 4. Should an issue arise out of the Local Agreement that directly involves the LINC Chair, the Vice-chair may act as advocate
6. Duties of other LINC Members
 1. In addition to the constitution, the duties of members of the LINC Committee include:
 2. consult the members of the association to identify interests before commencing local bargaining
 3. Attend meetings called by the LINC chair.
7. Agreement Ratification
 1. A recommendation for ratification will be made to the executive when LINC has determined that there is a proposed agreement.
 2. Prior to a recommendation for ratification, the LINC Chair will review the proposed agreement with the STF to ensure the proposed agreement is not in violation of any provincial agreements.
 3. The Executive considers the recommendation from LINC. If approved, a motion is made to call for vote of the membership.
 4. The PVTA contacts the School Staff Liaisons with the vote question, background and voting process.
 5. The vote shall take place at least one week prior to the end of the school year for the earliest ending school, on a date determined by the Executive.
 6. An information meeting or regional meetings shall be hosted at which members may bring forward questions, and seek clarification regarding the agreement and its clauses.
 7. The LINC Chair or President shall administer a school staff based vote using processes outlined in the PVTA Constitution.

Local Issues to Guide LINC

1. Noon Period
 - a. All teachers are entitled to a duty free noon period at the normally scheduled time with other staff.
 - b. All classes should be scheduled during instructional hours not during a noon period that isolates them from other staff members.
 - c. Should there be a need to schedule instructional time over a noon period there needs to be mutual agreement among all relevant parties.
 - d. All teachers that choose to provide services at noon hour will do so with appropriate compensation as per the LINC agreement.
 - e. Teachers should experience a duty free noon period that regularly occurs with other staff members to support collegiality and staff moral.
2. Prep Time
 - a. All teachers need to be supported in providing the best possible education for all students in the public system.
 - b. All teachers should be provided with an appropriate amount of prep time in order to complete duties related to teaching.
 - c. Prep time is usable time by teachers in order to prepare, evaluate, and communicate for student success.
 - d. Prep time should be scheduled within “instructional day” as defined by the Ed. Regulations.
 - e. Prep time should be used at the discretion of the teacher for the purposes of completing duties within the instructional day.
 - f. Prep time should be no less than 60 minutes in length in order to provide usable time.

Vacancies

1. A vacancy shall be deemed to exist when an office holder cannot attend to the duties of office.
2. All positions are important for the functioning of the PVTA.
3. All positions require consistent active participation.
4. In the event the office of a councillor becomes vacant, the President will appoint a member of the Prairie Valley Teachers' Association to attend as replacement until such a time an election can be held.
5. In respect to any meetings of Council, if a councillor can not attend:
 - a. Executive members who are not councillors will be canvassed to serve as a substitute councillor by the President.
 - b. Should no executive member be able to attend, another member shall be appointed by the President

Belief on Teacher Transfers

1. All Unassigned or transferred teachers should be notified in writing all reasons for the said un-assignment or transfer.
2. All teachers should have the opportunity to respond to the notification of un-assignment in written form.
3. All teachers who are transferred or unassigned without their consent should have a right of appeal.

Social Media Policy

1. Social Media is a powerful tool with which to communicate to members and the public, advocate for the public good of education and support local and provincial initiatives.
2. In supporting STF policy on advocacy, the association believes:
 - a. Advocacy initiatives are strategic, informed by research, conducted respectfully and based on issues of professional concern for members.
 - b. Advocacy initiatives are most effective when supported collectively.
 - c. Effective advocacy requires consistency of message and process.
 - d. Social media works best when it is current, active and responsive.
 - e. Social media is one tool in the larger role of communication with members and the public.
3. Posts should be limited to current PVTA and STF initiatives rather than create new initiatives in order to remain focused and credible.
4. All posts on social media must be connected to the mandate and governance of the STF and PVTA and work to further approved initiatives and directives.
5. All social media posts must respect media content rights, Canadian copyright laws and Canadian privacy laws. This will include signing of release to rights for use of individual's images.
6. Social Media should be professional at all times and not include personal messages or references nor should it be limited to one school within the local association.
7. Social media posts should be limited to teachers and teaching rather than students.
8. Any new social Media accounts or development of a hashtag for the PVTA must be approved by one of the STF and/or PVTA executive
9. PVTA will not communicate using social media during standard work hours
10. Social Media Posts will not take on individual causes or personal agendas nor will posts contravene or negatively comment on STF or PVTA initiatives.
11. The PVTA executive will regularly review and discuss social media posts and campaigns and communicate concerns to communications committee. The PVTA executive maintains the right to control, limit or suspend any or all social media communications on PVTA accounts.
12. Passwords and access to accounts will be limited to PVTA president, Communications Chair, one other executive member and maximum two teacher members.

Records and Retention Policy

1. Purpose

- a. Establish a uniform rule across the association as to how long its records should be retained in order to ensure that its records are kept as long as legally and operationally required and that obsolete records are disposed of in a systematic and controlled manner.

2. Definition of Record

- a. Any recorded information, in any format, that meets the following three requirements:
 - i. provides evidence of decision making
 - ii. has content, context and structure
 - iii. is authoritative and reliable

3. Roles and Responsibilities

- a. All officers and committee chairs must ensure alignment with the policy.

4. Retention Schedule

Document	Retention Schedule
Keep records of committee work (which includes agenda, minutes, notes, documentation, reports, and significant correspondence). The same retention applies to the work of project-based committees/teams.	For the life of the committee plus 6 years.
Constitutions and records of AGM	Kept permanently.
Signed copies of local agreements	Kept permanently.
President's reports and correspondence	Kept for 10 years.
Records that are just for information purposes	Kept for 2 years.
Financial records – year-end reports, financial statements	Kept for 7 years.
Financial records – approved budgets	Kept permanently.

5. Disposal Process

- a. The secretary shall keep a log for all records retained.
 - i. When a date for disposal is reached for a record, the president shall be notified via the disposition form.
 - ii. The president shall report to the executive the documents that have reached their disposal date.
 - iii. If the executive deems any of the records as having an enduring value to the organization, the executive may choose to keep the record permanently.
 - iv. The president shall arrange disposal of any document deemed not permanent and has reached its retention schedule.
 - v. The disposition form shall be signed and retained permanently.

Scholarships:

1. Purpose
 - a. To encourage and assist young people to enter the field of education
2. Intent
 - a. To offer up to six (6) scholarships each year with the amount being at discretion of the PVTA Executive.
3. Committee
 - a. Composed of at least four members of the Prairie Valley Teachers' Association
4. Criteria
 - a. Applicants must be graduating grade 12 from a Prairie Valley school in the year that they apply.
 - b. Applicants must be accepted to attend a registered Bachelor of Education program.
 - c. Registered programs in Canada must be at a university which is a member of the Association of Universities and Colleges of Canada.
 - d. Applicants must complete all part of the online application form.
 - e. Applicants must score a minimum score on the rubric, as decided by the committee, to be awarded a scholarship
 - f. Any candidate who does not submit any part of the application will not be considered for the scholarship. Part that must be submitted are Personal Application, Reference Letter, Letter of Acceptance, Personal Questions.
5. In the situation that a student has applied for an Education program, but the institution does not do acceptance prior to the deadline, they may be conditionally awarded the scholarship but will not receive the award until proof of acceptance is received.
6. Selection Process
 - a. The committee will review the applications based on the scholarship criteria rubric.
 - b. The top six applications (based on the average rubric scores) may be awarded the scholarship.
 - c. If fewer there are fewer than six applicants who meet the above criteria, scholarships will be awarded only to those who meet the criteria

Professional Development Policy

1. The PVTA Executive will take time at the beginning of the school year to collectively identify development needs and create a plan for development which includes goals and measurable objectives along with specific events or learning opportunities to support the goals.
2. Funds will be budgeted to support the development of PVTA Executive members.
3. As individual opportunities arise PVTA Executive members will complete the application form and submit to the President or designate who will ensure the item is placed on the next agenda. If an opportunity occurs between meetings the person could pay then apply for reimbursement or email approval.
4. Other PVTA members who wish to be considered for the same development opportunity must also complete the application form. Late applications will be accepted at the meeting.
5. Where practical, the PVTA Executive member(s) making the request should recuse themselves from decision making on the matter, providing quorum is not an issue.
6. The remaining PVTA Executive members will consider the application in light of the policy and the annual development plan. A motion will be put forward to approve or deny the request which will be recorded in the minutes of the meeting.
7. Every effort should be made to submit the application form in advance of the meeting.
 - a. An email motion will be considered in unforeseen circumstances.
8. PVTA Executive members shall only be approved for an approximate percentage of the budget in proportion to number of PVTA Executive members.
9. By May 31, additional unused money could be paid out to PVTA Executive members who paid more for opportunities and were not fully reimbursed the first time, following a decision at the May Executive meeting.