



# Prairie Valley Teachers' Association

## Constitution May 2024

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## **1. Article 1: Name**

The name of this local association of the Saskatchewan Teachers' Federation, referred to hereafter as the "STF", shall be the Prairie Valley Teachers' Association, referred to hereafter as the "PVTA". The constitution, bylaws and policies of Prairie Valley Teachers' Association are consistent with The Teachers' Federation Act, 2006 and the STF bylaws and policies.

## **2. Purposes**

It is the purpose of the PVTA to:

- a) Support the professional growth of members
- b) To carry on activities, in a manner consistent with the public interest, that improve:
  - i. the quality of education; and
  - ii. the delivery of educational support for and by teachers
- c) To promote the cause of education
- d) To raise the status of the teaching profession
- e) To promote and safeguard the interest of teachers of the PVTA and secure conditions that support the best possible professional service
- f) Ensure effective communication between members and the federation
- g) Ensure effective representation of members in federation affairs
- h) Further the objectives of the federation provincially and locally
- i) Bargain collectively on behalf of members for local collective bargaining agreement subject to the local bargaining provisions of The Education Act, 1995
- j) As per STF Bylaw 4, Section 4.5, Prairie Valley Teachers' Association shall not make any representation to the provincial government or any member, branch or agency thereof without the explicit approval of the STF Executive.

## **Article 2: Purposes**

1. It is the purpose of the PVTA to:

- a) further the objectives of the STF 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 STF; and
- e) ensure effective representation of members in STF affairs.

As per STF Bylaw 4, Section 4.5 (Limitations), the PVTA shall not make any representation to the provincial government or any member, branch or agency thereof without the explicit approval of the STF Executive.

### **Article 3: Membership**

- a) Members of the Saskatchewan Teachers' Federation (STF) employed by Prairie Valley School Division #208 (PVSD).
- b) Members of the STF employed by the associate and independent schools within the boundaries of the PVSD.
- c) Substitute teachers who have worked in PVSD or independent schools and have become members of this association for the current school year under the STF bylaws.
- d) Associate membership in PVTA may be provided to teachers in First Nations schools and others who possess teaching certificates under some conditions.
- e) Honorary membership in PVTA may be provided through a decision of the Executive as described by local association policy.

### **Article 4: Fees**

- a) The PVTA may levy a fee upon its members to support the work of the local association.
- b) Every member must pay to the PVTA any fee that is duly levied.
- c) Fees shall be deducted as per Section 5 of the local collective bargaining agreement.
- d) Fees shall be proposed by the Executive and approved by a majority vote of the membership.
- d) All fees to be levied upon its members by PVTA must be recommended by the Executive and approved through a vote at a meeting that is open to all members.

### **Article 5: Rules of Procedure**

- a) All PVTA meetings shall be conducted in accordance with STF Council Procedures.
- b) 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.
- c) A quorum at all meetings, Representative Assembly, Annual General meetings and executive meetings, shall be fifty percent plus one of those members in attendance.

d) The executive may authorize absent individuals to electronically attend meetings that are being held in-person.

## **Article 6: Organization Of Governance**

The governing bodies of the PVTA consist of the following:

### **6.1 General Meeting of the members**

a) There shall be one General Meeting per year.

Notwithstanding 6.1

a) the Executive may, in exigent circumstances, delay, postpone or re-schedule the Annual General Meeting to a date, place and time to be determined by the Executive.

b) The Executive or the Representative Assembly is able to call a General Meeting by a majority vote.

c) Petitions signed by 25% of the members may result in a special meeting.

d) At least 5 days' notice shall be given to members of the PVTA of the time and location of the general meeting.

e) At the general meeting, members shall:

- i. Approve the financial report
- ii. Approve the reviewed financial records of the PVTA
- iii. Approve the Audited Financial Statements.
- iv. Approve proposed amendments to the constitution

### **6.2 Representative Assembly**

a) There should be a minimum of one representative per school.

b) There should be a representative of the shared services staff and central office staff who are STF members.

c) At least 5 days' notice shall be given to representative assembly members of the time and place of the meeting.

d) In order to conduct the business of the representative assembly, a quorum shall be more than half of the total respective membership.

e) At the representative assembly members shall:

- i. Approve draft budgets and fees.
- ii. Approve the annual budget
- iii. Approve remuneration for local officers and officials
- iv. Adopt policies
- v. Decide the manner in which committee reports are presented to the general meeting.

### **6.3 Executive**

The Executive shall consist of:

- President
- Past-President
- Vice-President
- Secretary
- Treasurer

- Councillors
- LINC Chairperson(s)
- Other officers as determined by the PVTA Executive

**Article 7: Executive Committees –** The local association will maintain the following standing committees:

- Professional Development
- Communications
- Convention
- Nomination Committee
- Resolutions Committee
- Constitutional Review Committee
- Scholarship Committee
- Other committees as established by the PVTA Executive

- i. Committee members are appointed by the PVTA executive as needed.
- ii. Terms of office is one year or as needed.
- iii. Chair will call the meetings as needed.

## **Article 8. Local Association Officers and Responsibilities**

- (1) A member may hold more than one position within the local association.
- (2) All local association officers and committee chairpersons shall transfer all records under their keeping to their successors in office prior to June 30 of each year.

### **8.1 President:**

- a) Represents the Executive and speaks on its behalf within the STF and the are served by the PVTA.
- b) Monitors, communicates to members, and works to further the goals and activities of the PVTA and those established at the provincial level of the STF.
- c) Will be one of the councillors for the PVTA by virtue of being elected.
- d) Is elected to serve a two year term.
- e) Manages the affairs of the PVTA by:
  - i. Organizing and presiding or designating a chair over executive, assembly and general meetings.
  - ii. Facilitating leadership development with the PVTA.
  - iii. Ensuring the effectiveness of PVTA committees (is an ex officio member of all committees).
- iv. Establishing and maintaining an effective two-way communication system with members.
- v. Cultivating relationships that support local communications and extend the PVTA's influence.

- vi. Works to resolve conflict and solve problems with the organization of the PVTA.
- vii. Refers school and members in need of advice and assistance to appropriate resources.

### **8.2 Past President**

- a) Chairperson of the Resolutions Committee.

### **8.3 Vice-President**

- a) Assumes the role of the President in the event that the President is unable to carry out the responsibilities assigned under the constitution by:
  - i. Representing the President at meetings
  - ii. Assist the President by carrying out responsibilities designated to the office by the President and/or executive.
  - iii. Learning the role of the President prior to running.
  - iv. Chairperson of the Constitutional Review Committee
  - v. Will be one of the councillors for the PVTA by virtue of being elected.

### **8.4 Councillors**

- a) Attend council meetings and contribute to the work of the Council, providing the perspective of the PVTA while acting on behalf of all STF members.
  - i. Shall inform the President if unable to attend meetings of Council.
  - ii. Support the development and implementation of the bylaws, policies, directions, priorities, and budget of the Federation (STF).
- b) Act as an agent of the STF within the local by:
  - i. Acquiring and providing information to members about contracts of employment, benefits, accreditation, STF policies, STF plans and activities, STF services and educational issues and trends affecting teachers.
  - ii. Supporting the development and the implementation of STF plans and policies.
  - iii. Informing the STF Executive and Administrative Staff about the needs of PVTA members and developments or issues within the PVTA.
  - iv. Maintaining relationships, both internally and externally, that facilitate influencing and information-gathering on behalf of the STF.
- c) Offer guidance to members who need assistance in their professional duties or relationships by:
  - i. Providing collegial support
  - ii. Linking member to supports and services within the STF usually through the STF Senior Administrative Staff assigned to the PVTA.

### **8.5 Assembly Representatives**

- a) Attend and contribute to the Representative Assembly by:
  - i. Providing the perspective of those who selected them acting on behalf of all members of PVTA.
  - ii. Voting on matters of PVTA business as required.
  - iii. Acquiring information about issues facing PVTA and sharing it with those in their school or electorate and seeking feedback from them.
  - iv. Reporting on assembly decisions and the reasons for them.

## **8.6 STF School Staff Liaisons**

- a) Liasise between the school and the STF provincial organization by:
  - i. Reporting to the school staff on meetings and local and provincial issues, ensuring that all implications are understood and discussed.
  - ii. Gathering and distributing information as requested by the STF.
  - iii. Linking members to supports and services within the STF.
  - iv. Conveying information on teacher concerns to the provincial organization.

## **8.7 Committee Chairs**

- a) Contribute to the establishment and maintenance of the committee by:
  - i. Organizing and presiding over committee meetings.
  - ii. Recruiting, mentoring, and supporting committee members.
  - iii. Facilitating the review of committee plans, programs, budgets and goals.
  - iv. Facilitating training and research related to that committee's mandate.
  - v. Acting as liaison between the committee, the PVTA, the PVSD and the STF.

## **8.8 LINC Chairperson(s)**

- a) Has the same role and responsibility as other Committee Chairs.
- b) Represents LINC by:
  - i. Maintaining regular contact with the PVTA Executive and the STF during negotiations.
  - ii. Speaking on behalf of the committee to members and school division officials.
  - iii. Maintaining relationships with school division officials involved in collective bargaining.
- c) Assists members in dealing with grievances related to the PVTA collective agreement.
- d) Refers members to the STF when grievances are related to the provincial collective agreement.

## **8.9 Secretary**

- a) Maintains and distributes all records of all general meetings, meetings of the Representative Assembly and meetings of The PVTA Executive.
- b) Keeps the PVTA Constitution current and makes it available to members.
- c) Ensures that members are informed about the business of the PVTA.
- d) Chairperson of the Nominations Committee and Chief Electoral Officer
  - i. Distributes nomination forms and electoral procedures.
  - ii. Oversees the election.

## **8.10 Treasurer**

- a) Maintains accurate financial records of all monies received and disbursed by the PVTA.
- b) Prepares and presents a financial report to the annual general meeting.
- c) Documents any notices of motion pertaining to financial matters passed and financial matters current and available to member.

## **Article 9. Local Collective Bargaining**

- a) The PVTA shall make provisions for the negotiation of local collective bargaining agreement or agreements in accordance with the provisions of The Education Act, 1995 and such policies as may be adopted by the Federation.
  - i. Developing bargaining proposals with input from members.
  - ii. Planning and conducting negotiations.
  - iii. Negotiating release time for officers of the PVTA with the employing board of education.
  - iv. Liaising with the STF and other LINC members on matters relating to bargaining.
  - v. Monitoring the implementation of local and provincial collective bargaining agreements.
- b) The Assembly Representative shall be the LINC contact person in the absence of a LINC member on staff.
- c) Seven LINC members shall be elected from members at large.
  - i. The Chairperson(s) shall be selected by this committee.
  - ii. The number of members that will sit at the negotiating table will be determined by this committee and the PVTA Executive.
- d) Each LINC member shall represent a defined group of teachers/schools.
- e) Arranging for the consideration of tentative local agreements through a vote of all members.
  - i. A vote of at least 50% plus one of the members shall ratify an agreement.

## **Article 10. Financial Matters**

- 1. Financial Review
  - a) An individual who is not a member of the local 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.
- 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 PVTA shall reimburse officers and members for expenses incurred on local association business according to rates and policies approved by the representative assembly.
  - 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.
- 3. Signing Authority

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

4. Release Time

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 PVSD through the LINC committee representing the association.

5. The local association fiscal year shall be from July 1 of the current year to June 30 of the following year.
6. The local association shall establish financial policies that clearly define the administration and management of expenses, conflicts of interest, payments and other matters, which ensure financial practices are transparent and accountable based on generally accepted accounting principles.

## **Article 11. Election To Executive Office**

a) The general membership shall elect, prior to June 15 of each year, members of the PVTA to the following positions:

- President
- Vice-President
- Councillors
- Substitute Councillors
- LINC members

b) The President shall appoint members to fill vacant positions prior to June 15 of each year.

c) The President shall appoint members to fill the secretary and treasurer positions.

d) Nominations for each office shall be submitted to the Nominations Committee prior to the vote. Nominations may also be made from the floor at the General Meeting.

- i. All nominations should have the signature of two other members from PVTA.

e) Elections shall be conducted by secret ballot and awarded by the highest number of votes.

## **Article 12. Removal from Executive Office**

A member of the local association executive may be removed from office for:

- a) Behaving in a manner contrary to the codes and standards of the teaching profession.
- b) Failing to carry out the duties of the office.
- c) Missing 4 or more meetings of the local association executive.

The process for removal shall include the following:

- a) A notice of motion shall be presented to all association executive members at least three working days prior to an executive meeting.
- b) At the association executive meeting, a motion to remove the executive member must be presented and approved by at least 80 percent of the voting members present.
- c) An approved association executive motion to remove an officer requires approval by a simple majority at a General Assembly.

The following conditions shall prevail in all proceedings related to removal from office:

- a) A notice of motion shall be presented to the association membership at least three full days ahead of the General Assembly.
- b) An opportunity shall be provided to the subject representative(s) and to the mover of the motion to address both the association executive and General Assembly.
- c) No motion of the association executive to remove an association member from office shall stand for over 30 days without the calling of a General Assembly.

### **Article 13. Constitution Amendments**

- a) Amendments to the local association constitution must be approved by a two-thirds vote of its members present and voting at a general meeting.
- b) A notice of motion to amend the local association constitution must be given to members in writing at least 14 days prior to the general meeting.
- c) Amendments to the local association constitution approved at the general meeting are not effective until approved by the STF Executive.
- d) All amendments, provisions, policies and constitutional changes shall be consistent and in accordance with STF legislation, bylaws and policies.
- e) Any Amendments required by the STF will be approved by the PVTA executive with all members informed of the changes at the next AGM.

### **Article 14. Dissolution of the PVTA Local Association**

- a) PVTA may be dissolved by a vote of the membership.
- b) Any assets remaining at the dissolution of the PVTA shall be dispersed.
- c) Upon dissolution of the PVTA, records and archival material possessed shall be passed to the successor association.