

Constitution of the Sun West Teachers' Association

Article 1 – Name

- 1.1 The organization shall be the Sun West Teachers' Association (the "Association") and shall operate as a local association as defined by the bylaws and policies of the Saskatchewan Teachers' Federation (the "Federation"). As an affiliate of the Federation, the Association shall ensure that its Constitution and policies are consistent with the legislation, bylaws and policies of the Federation.

Article 2 – Purposes

- 2.1 It is the purpose of the Association is to:
- (a) Support the professional growth of members.
 - (b) Bargain collectively on behalf of members for a local collective bargaining agreement subject to the local bargaining provisions of *The Education Act, 1995*.
 - (c) Ensure effective communications between members and the Federation.
 - (d) Ensure effective representation of members in Federation affairs.
 - (e) Further the objectives of the Federation provincially and locally.
- 2.2 As per STF bylaw, the Association shall not make any representation to the provincial government or any member, branch or agency without the explicit approval of the Federation Executive.

Article 3 – Membership

- 3.1 The members of the Association are:
- (a) Members of the Federation employed by Sun West School Division #207.
 - (b) Members of the Saskatchewan Teachers' Federation employed by the Lutheran Collegiate Bible Institute.
 - (c) Substitute teachers who have substituted in the Sun West School Division #207 and have designated themselves a member of SWTA for the current school year as per STF bylaw.

Article 4 – Fees

- 4.1 All teachers employed by Sun West School Division #207 shall be members, and shall pay annual fees recommended by the Executive and approved by the membership at the General Meeting.
- 4.2 Substitute teachers may be required to pay an annual Association fee recommended by the Executive and approved by the membership at the General Meeting.

Article 5 – Rules of Procedure

- 5.1 All meetings shall be governed by Robert's Rules of Order unless otherwise stated.

Article 6 – Organization

- 6.1 The governing bodies of the Association consist of the following:
- 6.1.1 General Meeting of the Membership
 - 6.1.1.1 A General Meeting shall be held at least once annually.

- 6.1.1.2 The time and location of the Annual General Meeting will be determined by the Executive and will be announced at least three days prior to the meeting.
- 6.1.1.3 The Executive may call general meetings when deemed necessary. The date must be determined by the Executive and announced to the membership at least one month prior to the date of the meeting and at least three days for the time and location.
- 6.1.1.4 Additional general meetings may be requested by a petition of at least 50% of the membership and presented to the president.
- 6.1.1.5 The minutes of the previous general meeting shall be presented at each meeting.
- 6.1.1.6 The authority and responsibilities of members at a General Meeting are to:
 - (a) Elect the officers for the coming year.
 - (b) Receive reports from Association officers and committees.
 - (c) Approve the budget and association fees for the following year.
 - (d) Approve honoraria for local association officers through approval of the budget.
 - (e) Approve audited financial statements.
 - (f) Approve amendments to the Constitution.
- 6.1.1.7 Fifty percent plus one of the members present shall constitute quorum.
- 6.1.1.8 Notwithstanding 6.1.1.1, 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.

6.1.2 Executive

- 6.1.2.1 The Executive officers of the organization shall consist of the following voting members:
 - (a) President
 - (b) Vice-President
 - (c) Past-President
 - (d) Councillors as determined by STF bylaw
 - (e) Secretary
 - (f) Treasurer
 - (g) Local Implementation and Negotiation Committee (hereinafter called the LINC) Chairperson
 - (h) Communications Chair
 - (i) Convention Co-chairs (2)
 - (j) Members-at-Large (2)
- 6.1.2.2 The President shall call all meetings.
- 6.1.2.3 The Executive shall meet four to 10 times annually. The time and location of the meetings will be chosen by the Executive.
- 6.1.2.4 Special meetings of the Executive may be requested by a petition of at least 40% of Executive members. The time and place of any such meeting shall be chosen by the president.
- 6.1.2.5 All Executive meetings shall be open to members.
- 6.1.2.6 Fifty percent plus one of the Executive shall constitute quorum.
- 6.1.2.7 The duties of the Executive include:
 - (a) Develop and maintain a Policies and Procedures manual.
 - (b) Review and approve audited financial statements and submit to the Annual General Meeting for membership approval.
 - (c) Approve terms of reference for all ad hoc committees.

Article 7 – Committees

7.1 Standing Committees

7.1.1 Local Implementation and Negotiating Committee (LINC)

7.1.1.1 The committee shall consist of at least four members, including the LINC Chair.

7.1.1.2 Committee members are recommended by the LINC Chair and approved by the Executive.

7.1.1.3 The duties of LINC include:

- (a) Initiating and participating in negotiating with the division on behalf of the membership.
- (b) Prior to the commencement of formal negotiations, the committee will gather information from the membership as outlined in the Association Policies and Procedures.
- (c) Reporting to the Executive and Federation on progress made.
- (d) Conducting a vote by secret ballot of the membership on acceptance of any agreement entered into with the Division Board before signing any such agreement. A simple majority of ballots cast must be in favour of the agreement before the agreement can be signed.
- (e) The process of the vote shall follow the Policies and Procedures.
- (f) Ensuring members have access to the signed agreement.

7.2 Ad Hoc Committees

7.2.1 Ad Hoc Committees may be struck by the Executive or by the membership at a general meeting.

7.2.2 The committee chair shall be appointed by the president.

7.2.3 Members will be selected by the specific committee chair and approved by the Executive.

Article 8 - Officers and Officials

8.1 President

8.1.1 The duties of the President include:

- (a) Organize and preside over Executive and general meetings.
- (b) Establish effective lines of communication with the Director of Education and the Chairperson of the Division Board.
- (c) Ensure ongoing communication with the membership and committees.
- (d) Maintain an effective liaison with the Division Office staff.
- (e) Promote leadership development within the Association.
- (f) Facilitate the development and implementation of local policies.
- (g) Ensure the effectiveness of local association committees.
- (h) May be an ex-officio member of all committees.
- (i) Cultivate local relationships that support local communications and extend the Association's influence.
- (j) Shall be entitled to cast the deciding vote in all tied vote.
- (k) Appoint the Secretary (1 year term) and Treasurer (1 year term).
- (l) Provide information to the Federation upon request.
- (m) Maintain records of the Association.

8.2 Vice-President

8.2.1 The duties of the Vice-President include:

- (a) Assume the role of the president in the event that the president is unable to carry out the responsibilities.

- (b) Assist the president by carrying out responsibilities designated by the president and/or Executive.
- (c) Coordinate the elections held at the Annual General Meeting.

8.3 Past-President

8.3.1 The duties of the Past-President include:

- (a) Assist the members of the Executive in carrying out their duties.

8.4 Councillors

8.4.1 The duties of Councillor include:

- (a) Fulfil the role as defined by STF bylaw and policy.
- (b) Keep the Association informed of all matters relative to the Federation.
- (c) Attend all STF meetings hosted by the Federation for councillors providing the perspective of the Association while acting on behalf of all Federation members.
- (d) Arrange for a substitute at council meetings if unable to attend as per the Policies and Procedures.
- (e) Provide a report to the membership at the Annual General Meeting of the Federation for the preceding year.

8.5 Secretary

8.5.1 The duties of the secretary include:

- (a) Record, maintain and distribute minutes of all Association meetings.

8.6 Treasurer

8.6.1 The duties of the treasurer include:

- (a) Maintain a record of financial dealings of the Association as directed by the Executive.
- (b) Receive and issue funds related to Association activities.
- (c) Provide financial reports to the Executive and general meetings.
- (d) Participate in any audit of the financial records, including annual audit.
- (e) Prepare budget documents as directed by the Executive.

8.7 LINC Chair

8.7.1 The duties of the LINC chair include:

- (a) Organize and preside over committee meetings.
- (b) Mentor and support committee members.
- (c) Facilitate the work of the committee.
- (d) Serve as a liaison between the committee, the Association, the school division and the Federation.
- (e) Prepare required reports or documents on behalf of the committee.
- (f) Attend and report regularly at Executive meetings.

8.8 Communications Chair

8.8.1 The duties specific to the Communication chair include:

- (a) Ensure activities of the Association are communicated.
- (b) Establish effective communications within the Association.
- (c) Establish effective communications with the community.
- (d) Oversee the maintenance of Association communication tools.

8.9 Convention Co-Chairs

8.9.1 Duties specific to the Convention Co-Chairs include:

- (a) Organize all aspects of a convention of the Association.
- (b) Report to the Executive on the progress and outcome of plans for the convention.
- (c) Seek input from the members and the Executive for topics of interest and needs.

8.10 Members-at-Large

8.10.1 The duties of the members-at-large include:

- (a) Shall contribute fully at all Executive meetings.
- (b) Attend other meetings as requested.

- 8.11 School Staff Liaisons (SSL)
- 8.11.1 The duties of the school staff liaison include:
- (a) Shall be elected by the teachers of the school in which they are employed.
 - (b) At least one SSL will be elected to represent the Hutterian teachers.
 - (c) Report to and discuss with the school staff on Association and/or Federation information and issues.
 - (d) Gather and distribute information as requested by the Association and/or Federation.
 - (e) Maintain lines of communication with substitute teacher members and members who are on a leave.
 - (f) Convey information regarding teacher concerns and their views to the Association and/or Federation.
- 8.12 All Association officers and committee chairpersons shall transfer all records under their keeping to their successors in office prior to June 30.

Article 9 - Election to and Removal from Office

9.1 Elections

- 9.1.1 At the Annual General Meeting the following officers shall be elected:
- (a) President (2 year term)
 - (b) Vice-president (1 year term)
 - (c) Convention Committee Co-Chairs (2 year term)
 - (d) Local Implementation and Negotiating Committee (LINC) Chair (1 year term)
 - (e) Communication Committee Chair (1 year term)
 - (f) Councillors (1 year)
 - (g) Two Members at Large (1 year term)
- 9.1.2 In circumstances where the Annual General Meeting and the election of Executive members cannot be held prior to the expiration of the term of office for Executive members, the members of the Executive (and councillors) whose terms are set to expire, will have their terms of office extended until after the annual general meeting of the membership at which the regular election takes place.

9.2 Nominations

- 9.2.1 The Vice-President shall call for nominations in spring.
- 9.2.2 Members shall be made aware of each available Association Executive position.
- 9.2.3 The Vice-President shall receive the names of interested members and create ballots to be used for voting at an Annual General Meeting.
- 9.2.4 The President shall ask for nominations from the floor at an Annual General Meeting before closing the nominations.

9.3 Elections

- 9.3.1 The members will vote for the officers by secret ballot at the Annual General Meeting.
- 9.3.2 The term of an elected officer shall begin on July 1 following the General Meeting at which the member was elected.
- 9.3.3 The voting for Vice-President shall be conducted by Past-President, President or Communications Chair.

9.4 Vacancies

- 9.4.1 When an Executive position becomes vacant, the Executive may elect or appoint a member to complete the term.
- 9.4.2 When a committee position becomes vacant, the Executive will appoint a member to complete the term.

9.5 Removal from Office

9.5.1 A motion to remove one or more duly elected or appointed officers shall only be considered and conducted under the following conditions:

- (a) The conduct of another officer has resulted in such negative effect so as to impede the work of the Association and/or Federation.
- (b) The officer acts in a manner that is inconsistent with the roles and responsibilities outlined in the Constitution and policy.
- (c) The officer behaves in a manner contrary to the codes and standards of the profession.

9.5.2 Removal from office shall be considered in accordance with the following provisions:

- (a) The motion to remove an Association Executive officer must be presented to the Executive indicating the request and reason.
- (b) The President shall notify the officer immediately upon receipt of the request.
- (c) A motion to recommend removal of an officer must be approved by two-thirds of the Association Executive as a whole, excluding the officer being considered for removal.
- (d) The motion to remove the officer must be brought to the membership within 30 days of being passed by the Association Executive.
- (e) The motion must be approved by not less than two-thirds of the members voting.
- (f) The officer shall have the right to address the membership and/or the Association Executive prior to the vote.

Article 10 – Financial Matters

10.1 Auditors

- (a) An individual who is not a member of the local shall be appointed annually by the general meeting to review the financial records of the local. The general meeting shall receive the reviewed financial statement for each year.

10.2 Remuneration and Expenses

- (a) Honoraria may be provided to local association officers or officials through the approval of the budget. Honoraria will be provided annually to the President, Treasurer, Secretary, Convention Co-Chairs and LINC Chair, as well as to the LINC during a bargaining year.
- (b) The local association Executive shall reimburse officers and members for expenses incurred on local association business according to rates and policies approved by the General Meeting contained within the budget.
- (c) All expenses require Executive approval prior to payment, unless designated to another individual by the Executive.
- (d) Motions involving the expenditure of \$1,000.00 or more shall require a two-thirds majority.

10.3 Signing Authority

- (a) Individuals shall not sign for payments to themselves.
- (b) The Executive shall determine who shall have signing authority.
- (c) The treasurer and one of president or secretary will have access to banking information.

10.4 All committees shall be included within the budget.

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

10.6 The Association shall establish financial policies that clearly define the administration of expenses, conflicts of interest, payment and other matters that ensure acceptable financial practices.

Article 11 – Constitutional Amendments

- 11.1 Amendments to this Constitution shall be made by a written statement of proposed changes to an Executive meeting prior to a General Meeting where the motion shall be discussed.
- 11.2 The proposed amendment must be approved by 2/3 of the Executive.
- 11.3 The Executive shall provide a notice of motion of the proposed constitutional amendment to the membership 30 days in advance of presentation at a general meeting.
- 11.4 Amendments shall be discussed by all members present at a general meeting.
- 11.5 A vote of two-thirds majority of all votes is required to amend the Constitution.
- 11.6 Amended constitutions are submitted to the Federation for review and approval prior to coming into effect.
- 11.7 The constitution shall indicate the date of Federation approval.
- 11.8 A constitutional review shall be carried out a minimum of every three years.

Article 12– Dissolution of the Association

- 12.1 The Association may be dissolved by a vote of the membership.
- 12.2 Greater than 50 percent acceptance is required to dissolve the Association.
- 12.3 The disposition of assets will be decided by Association members at a General Meeting.
- 12.4 Official records will be preserved and transferred to the future Association or, if no future Association is to exist, the Federation.
- 12.5 The Federation shall be informed of the location of records and archival material of the dissolved Association.