

**Northern Area Teachers' Association  
(NATA)**

**Constitution**

**May - 2011**

- Section 1. NATA Membership
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- Section 5. Amendments to the Constitution

May, 2011  
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Constitution and Policy Chairperson

## **SECTION 1 NATA MEMBERSHIP**

### **1.1 Membership**

- 1.1.1. All Northern Area Teachers employed by the Northern Lights School Division are full voting members.
- 1.1.2. Out of scope personnel are not covered by the Constitution or any agreements signed on behalf of NATA.
- 1.1.3. Teachers on leave will have full voting rights, providing they pay NATA fees.
- 1.1.4. Retired teachers shall receive a honorary life membership. Members may raise issues directly to the Executive by Resolution (regarding teacher benefits, issues or conditions) or Notice of Motion (regarding changes to Constitution or Policy); or indirectly via Staff Representatives/Staff Liaisons or Councilors; or through written memorandum to the Executive.

### **1.2 Roles and Responsibilities**

#### **Members shall:**

- 1.2.1. Cooperate actively with the Saskatchewan Teachers' Federation (STF) and the Canadian Teachers' Federation (CTF).
- 1.2.2 Promote the cause of education in the Northern Area.
- 1.2.3 Improve the professional development of its northern members.
- 1.2.4 Promote and safeguard the interests of the members of the Northern Area and to secure conditions which make possible the best professional service.
- 1.2.5 Keep the public informed regarding education from a teacher point of view.
- 1.2.6 Recognize and promote northern culture.
- 1.2.7. Exert a maximum interest in educational affairs. Provide liaison with STF and CTF, support their policies, and be involved in policy-making.
- 1.2.8 Work cooperatively with the NLSD #113 to achieve the abovementioned objectives.

### **1.3 Fees**

- 1.3.1 All members will pay fees with the exception of superannuated teachers. Fees will be determined by majority vote of the members.
- 1.3.2 Fees will be paid by payroll deductions in the amount of \$20.00 from each monthly pay cheque over a period of 10 months.

### **1.4 Meetings**

- 1.4.1 All conventions and meetings shall be governed by parliamentary procedure.
- 1.4.2 Two-thirds of the registered membership at convention must be present in order that business meeting be held.

## **SECTION 2 REPRESENTATIVE ASSEMBLY**

### **2.1 Membership**

- 2.1.1 The following members shall make up the Representative Assembly:

#### **Executive Members**

|                                       |   |
|---------------------------------------|---|
| Staff Representatives / Staff Liaison | Communications Chairperson  |
| LINC Chairperson                      | Constitution and Policy Chairperson   |
| NORAHC Chairperson                    | Equity Chairperson  |
| Liaison Chairperson                   |   |
| Professional Growth Chairperson       | Other teachers may be given delegate status to attend any meeting by the Executive. |
| Resolutions Chairperson               |   |
| Nominations Chairperson               |   |

### **2.2 Roles and Responsibilities**

Members of the Representative Assembly shall:

- 2.2.1 Receive, consider and act upon the views and requests presented to them by members of NATA and forward the same to the Executive.
- 2.2.2 Establish effective liaison with the Northern Lights School Division.
- 2.2.3 Maintain a direct contact with negotiation representatives and keep those representatives fully aware of the wishes of the members regarding all conditions of employment.
- 2.2.4 Maintain, an effective liaison with the STF.
- 2.2.5 Maintain a liaison with the area superintendents.

## **2.3 Meetings**

- 2.3.1 Two-thirds of the registered Representative Assembly members must be present in order to hold an Assembly.
- 2.3.2 Two annual Representative Assemblies shall be held.
- 2.3.3 Executive members, in consultation with other Assembly members, shall decide the time and place of Assembly.
- 2.3.4 The Staff Representatives/Staff Liaison, at their staff meeting, shall report on the Representative Assembly.

## **2.4 Staff Representatives/Staff Liaisons**

### **2.4.1 Election**

- 2.4.1.1 A call for nominations for Staff Representative/Staff Liaison shall be posted in each school during the first week of the new school year.
- 2.4.1.2 All staffs will elect a Staff Representative/Staff Liaison at the first meeting of the school year. The results of the election will be forwarded to the President of N.A.T.A by September 15 of the same year.

### **2.4.2 Roles and Responsibilities: The Staff Representative/Staff Liaison shall:**

- 2.4.2.1 Keep teachers informed on association activities and on educational issues.
- 2.4.2.2 Ensure that members meet as is necessary for this purpose.
- 2.4.2.3 Relay all Executive correspondence to their staff.
- 2.4.2.4 Act on behalf of all members in the school by taking to the Representative Assembly, member views and problems in the following areas:

|                              |  |
|------------------------------|--|
| Teaching conditions          | In-Service education                           |
| Board Policies               | Professional growth opportunities for teachers |
| NATA activities and policies | Curriculum Issues                              |
| STF activities and policies  | Other  |
| Negotiations                 |  |

The Staff Representative/Staff Liaison shall also:

- 2.4.2.5 Collect resolutions from staff and send them to the Resolutions Chairperson

- 2.4.2.6 Collect notices of motion from staff and send them to the Constitution and Policy Chairperson
- 2.4.2.7 Chair local NATA meetings
- 2.4.2.8 Write a report to be presented to the Representative Assembly meetings called by the Executive
- 2.4.2.9 Attend all Representative Assembly meetings called by the Executive.
- 2.4.2.10 Attend Local School Board/Committee meetings if requested to do so by the Board or the staff.
- 2.4.2.11 Support teachers by ensuring that protocol is followed and fairness accorded in any grievance with respect to the Provincial and Local Teachers' Agreements, NORAHC Agreement, STF Code of Ethics, NLSD Policy, and the STF Policy and Bylaws.

## **SECTION 3 EXECUTIVE**

### **3.1 Membership**

- 3.1.1 The Executive members shall be elected and/or appointed annually at the first convention of the school year. All positions shall have Executive privileges.
- 3.1.2 The Executive includes the following positions:
  - President-Councilor
  - Vice President
  - Secretary-Treasurer
  - Councilors (number is determined by STF Bylaw)
  - Past President (if unable to serve, a past Vice-President or Past Councilor)
  - Local Implementations Negotiations (LINC) Chairperson,
  - Northern Allowances and Housing (NORAHC) Chairperson
  - Convention Chairperson
  - Equity Chairperson
  - Constitution and Policy Chairperson
  - Communications Chairperson

## **3.2 Responsibilities**

### **The Executive shall:**

- 3.2.1 Receive, consider and act upon the views and requests presented to them by members of NATA and forward the same to the appropriate institution.
- 3.2.2 Establish effective liaison with the Northern Lights School Division.
- 3.2.3 Carry out duties of their position as outlined by STF Policy and Bylaws.
- 3.2.4 Together with the NLSD representative, organize the New Teacher Induction program - in-service.
- 3.2.5 Maintain direct contact with negotiation representatives and keep those representatives fully aware of the wishes of the members all conditions of employment.
- 3.2.6 Maintain, through the Councilors, an effective liaison with the STF.
- 3.2.7 Maintain liaison with the Director of Education of NLSD.

## **3.3 Elections, Resignations, and Appointments**

- 3.3.1 Election of office will be by simple majority.
- 3.3.2 All Executive officials shall have full voting rights and be able to make motions, with the exception of the President, except to break a tie.
- 3.3.3 All candidate positions will be presented in separate slates. Nominations will be taken from the floor and a vote will be taken by secret ballot. The President's position shall be first position to be declared filled.
- 3.3.4 If a candidate running for President is unsuccessful in being elected as President, he/she may also run as candidate for Vice-President, and/or for Councilor respectively; and a candidate for Vice-President may also run as candidate for Councilor, if they so indicate.
- 3.3.5 Members nominated for election to Executive positions shall have sufficient experiences to fulfill the duties as outlined in the Constitution.
- 3.3.6 The term of office is from convention to convention.
- 3.3.7 Should an Executive member resign or is unable to maintain their duties, the Executive shall appoint a replacement.

3.3.8 The Executive shall appoint the following Chairpersons and/or Committees at the first meeting following the Convention:

Nominations Chairperson  
Resolutions Chairperson  
Constitution and Policy  
Chairperson

Professional Growth Chairperson  
Liaison Committee  
Any Committee needed on an  
Ad Hoc basis

### **3.4 Meetings**

3.4.1 Two-thirds of the elected Executive must be present in order that an Executive meeting is held.

3.4.2 A report of all meetings must be kept and circulated to staff representatives/staff liaisons and Executive members.

## **SECTION 4 ROLES AND RESPONSIBILITIES**

### **4.1 President-Councilor shall:**

4.1.1 Act as joint administrator of all NATA funds with the Secretary-Treasurer.

4.1.2 Coordinate the activities of all committees.

4.1.3 Preside or appoint a chairperson for all Executive meetings and the Representative Assembly.

4.1.4 Chair the Liaison Committee

4.1.5 Send a report to the Communication Chairperson for each publication.

4.1.6 Arrange the time and place of all meetings, including fall and spring meetings, with N.L.S.D. #113 Board. Maintain all lines of communication. Be the NATA membership representative to NLSD when applicable.

4.1.7 Have the NATA books reviewed annually by a professional accountant, and ensure that the NATA inventory is updated yearly.

4.1.8 Be one of the Councilors and assume all the appropriate roles and responsibilities (including attending STF councils).

4.1.9 Be one of the four members on the LINC.

4.1.10 Send in Equalization Grant report to the STF as required and apply for the STF Equalization grant prior to November 1 every academic year.

#### **4.2 Vice-President shall:**

- 4.2.1 Assume the responsibility of the President-Councilor in the absence of the President.
- 4.2.2 Be one of the members of NORAHC.
- 4.2.3 Assume the responsibility of Councilor in the event of a resignation of a Councilor.

#### **4.3 Secretary-Treasurer shall:**

- 4.3.1 Act as joint administrator of all funds with the President.
- 4.3.2 Prepare the annual budget and financial statement for the membership at Convention.
- 4.3.3 Report the financial state of NATA at each executive meeting and staff representative/staff liaison meeting.
- 4.3.4 Collect and bank all monies and securities of NATA as directed by the Executive.
- 4.3.5 Keep minutes of all meetings and distribute as directed by Executive.
- 4.3.6 Supervise all members' transportation to executive and staff representative/staff liaison meetings.
- 4.3.7 Conduct all correspondence requested by the Executive.

#### **4.4 Councilors shall:**

- 4.4.1 Direct all STF correspondence to the Staff Representatives/Staff Liaisons.
- 4.4.2 Attend STF Council meetings.
- 4.4.3 Receive correspondence from members regarding member welfare.
- 4.4.4 Attend all Executive meetings
- 4.4.5 Direct NATA business information and forward reports to the Communications Chairperson.
- 4.4.6 Support teachers by ensuring that protocol is followed and fairness accorded in any grievance with respect to the Provincial and Local Teachers' Agreements, NORAHC Agreement, STF Code of Ethics, NLSA Policy, and the STF Policy and Bylaws.
- 4.4.7 Perform duties outlined in the STF Policies and Bylaws.

#### **4.5 Convention Chairperson shall:**

- 4.5.1 Plan the annual convention with the assistance of their school staff.
- 4.5.2 Invite NLSD to assist with planning convention.
- 4.5.3 Submit to the Executive a plan for the next convention, within 3 months of the last convention.
- 4.5.4 Coordinate convention expenditures with the President and Secretary-Treasurer.

#### **4.6 Local Implementation Negotiation Committee (LINC)**

There will be four members on LINC: the Chairperson will be elected, the NATA President will be one of the members, and the Executive shall appoint the other two members.

##### **The Chair shall:**

- 4.6.1 File route selection (the process of negotiation has usually selected route B) according to the The Education Act.
- 4.6.2 Co-chair all negotiation meetings.
- 4.6.3 Coordinate the Teacher Asking Package, following guidelines as laid out in member resolutions, as far as possible.
- 4.6.4 Send the Teacher Asking Package to Staff Representatives/ Staff Liaisons for distribution to all members prior to negotiation.
- 4.6.5 Report back to the membership after each negotiating session. In the event that no negotiating sessions occur over a period of two months, then the Chairperson, at the end of that period, must report to the membership.
- 4.6.6 Send the Tentative Local Agreement and Appendices that have been negotiated to Staff Representatives/Staff Liaisons for distribution and ratification by majority vote of all members.
- 4.6.7 Consult with the STF concerning local and provincial negotiations.
- 4.6.8 Propose to the Executive, a course of action should negotiations stall.
- 4.6.9 Take direction from the Executive on any actions requiring membership involvement to speed negotiations to resolutions.
- 4.6.10 Report to membership, the outcome of pertinent resolutions passed at the last convention.

#### **4.7 Northern Allowance and Housing Committee (NORAHC)**

There shall be NATA members: an elected Chairperson, the NATA Vice President and one appointed member.

##### **The NORAHC chair shall:**

- 4.7.1 Co-chair all NORAHC negotiation meetings.
- 4.7.2 Coordinate the NORAHC Initial Proposal following guidelines as laid out in member resolutions, as far as possible.
- 4.7.3 Send the NORAHC Initial Proposal to Staff Representatives/ Staff Liaisons for distribution and vote by all members, prior to negotiation.
- 4.7.4 Send to all members, the tentative NORAHC Agreement that has been negotiated and must be ratified by majority vote.
- 4.7.5 Report back to the membership after each negotiating session. In the event that no negotiating sessions occur over a period of two months, then the Chairperson, at the end of that period, must report to the membership.
- 4.7.6 Take direction from the Executive on any actions requiring membership involvement to speed negotiations to resolution.
- 4.7.7 Report to membership the outcome of pertinent resolutions passed at the last convention.

#### **4.8 Liaison Committee**

The NATA Liaison Committee will consist of the NATA President (chair) the NATA Vice President, and 1 (one) other member appointed by the Executive from the membership.

##### **The Chair shall:**

- 4.8.1 Arrange to meet with NLSD Board members to discuss matters of mutual concern at least twice a year.
- 4.8.2 Inform the Executive of the results of the meetings.
- 4.8.3 Coordinate an agenda between the Liaison Chair and the Executive members.

#### **4.9 Communications Committee**

##### **The Chair:**

- 4.9.1 May appoint up to 2 (two) people to serve on the committee and forward their names to the Executive within three weeks after convention.

- 4.9.2 Shall foster internal communications and external public relations activities – for example, publish NATA newsletters, maintain the NATA web site, and other media campaigns.
- 4.9.3 Shall provide gifts for teachers reaching certain milestones.
- 4.9.4 Shall provide leadership in planning, implementing, and evaluating the communications program.
- 4.9.5 Prepare reports as required (annual report, budget), etc.) for executive and staff representative/staff liaison meetings, and the annual convention.
- 4.9.6 The Communications Chairperson and Committee shall be responsible for dealing with the gifts regarding retirement. The value of the gifts will depend on years of experience and gifts will not exceed a value of \$300.00

#### **4.10 Resolutions Committee**

##### **The Chair:**

- 4.10.1 May appoint up to 2 (two) people to serve on the committee.
- 4.10.2 Shall send a letter to each staff representative/ staff liaison twice per year calling for resolutions.
- 4.10.3 Shall receive resolutions signed by the writer and the seconder.
- 4.10.4 Shall receive resolutions before 12:00 noon the day before Business day.
- 4.10.5 Shall accept resolutions after the noon deadline and forward them to the Executive.
- 4.10.6 Shall categorize resolutions.
- 4.10.7 Shall chair the resolutions session of convention.
- 4.10.8 Shall equally group the membership at the annual convention to discuss and vote on resolutions in small groups.
  - Any resolutions carried by 70% in small groups are accepted as carried by the whole body.
  - Any resolution defeated by 70% in small groups is accepted as defeated by the whole body.
  - Any resolution not receiving 70% carried or defeated vote in the small groups is brought to the whole body for discussion and vote.
- 4.10.9 Report the status of all resolutions to the Executive following convention.

#### **4.11 Nominations Committee**

##### **The Chair:**

- 4.11.1 May appoint up to 2 (two) people to serve on the committee.
- 4.11.2 Shall receive nominations for all elected positions up to noon of the day of the election.
- 4.11.3 Shall accept only nominations that are in writing, signed by the nominator, seconder, and nominee.
- 4.11.4 Shall present the slate for nominations at the convention prior to the election.
- 4.11.5 Shall chair the nominations and elections part of the convention.
- 4.11.6 Shall accept nominations from the floor at convention for all elected positions.
- 4.11.7 Shall send a letter during the year to staffs calling for nominations.

#### **4.12 Constitution and Policy Committee**

##### **The Chair:**

- 4.12.1 May appoint up to 2 (two) people to serve on the committee.
- 4.12.2 Shall chair the Notice of Motion session at convention.
- 4.12.3 Shall receive amendments to the Constitution via a Notice of Motion up to 6 (six) months prior to convention, signed by the writer and the seconder.
- 4.12.4 Shall send a letter to all Staff Representatives/Staff Liaisons twice a year asking for amendments to the Constitution.
- 4.12.5 Shall accept Notice of Motions after the deadline and forward them to the Executive.
- 4.12.6 Shall advise the Executive on all aspects of the Constitution and the Policy Handbook and on any changes to the Constitution and the Policy Handbook that are brought forward to the Executive.
- 4.12.7 Shall revise the Constitution and Policy Handbook and send updated copies to all Staff Liaisons to be put in the LINC/NORAHC binders in the school staff rooms and Staff Liaison binders, Communications Chair person to put on the NATA Web site and to the STF within 3 (three) months following convention.

#### **4.13 Professional Growth Committee**

##### **The Chair:**

- 4.13.1 May appoint up to 2 (two) people to serve on the committee, usually the Equity Chair and the Convention Chair.
- 4.13.2 Shall communicate with the STF regarding professional development activities for NATA members.
- 4.13.3 Shall assist members financially to attend professional development activities.
- 4.13.4 Shall prepare any reports as required (annual report, budget, etc.) for Executive and Staff Representative/ Staff Liaison and convention meetings.

#### **4.14 Equity Committee**

##### **The Chair:**

- 4.14.1 May appoint up to 2 (two) people to serve on the committee.
- 4.14.2 Shall communicate with the STF regarding equity issues.
- 4.14.3 Shall inform members regarding issues of equity.
- 4.14.4 Shall assist in organizing the new teacher orientation.
- 4.14.5 Shall assist other chairpersons where required.
- 4.14.6 Shall prepare any reports as required (annual report, budget, etc.) for Executive and Staff Representative/ Staff Liaison meetings and convention.

#### **4.15 Ad Hoc Committees**

The Executive shall appoint an Ad Hoc Chair as required.

##### **The Chair:**

- 4.15.1 May appoint up to 2 (two) people to serve on the committee.
- 4.15.2 Shall address the topic or issue assigned by the executive.
- 4.15.3 Shall prepare a brief to be submitted to the Executive.

## **SECTION 5 AMENDMENTS to the CONSTITUTION**

5.1 Amendments shall be made by a Notice of Motion served to all members 6 (six) months prior to the annual convention.

5.2 Amendments will be carried if approved by two-thirds of the members present at the annual convention.