



**RCSTA Constitution**  
**(Revised November 2007)**  
**(Approved by STF December 2007)**

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**ARTICLE I - NAME**

- A. *The name of this local association of the Saskatchewan Teachers' Federation shall be the "Regina Catholic Schools Teachers' Association", referred to hereafter as RCSTA. As a local association of the STF, the RCSTA is grounded in the legislation and bylaws of the federation.*
  
- B. The Constitution of the RCSTA, detailing the structure, procedures and duties, and policies of the RCSTA, shall consist of the following documents:
  - 1. The Constitution of the RCSTA, referred to hereafter as the Constitution.
  
  - 2. The Procedures and Duties Section to the Constitution of the RCSTA, referred to hereafter as Procedures and Duties Section

**ARTICLE II – DEFINITIONS**

Assembly	The RCSTA Representative Assembly
Assembly Meeting	A duly called meeting of the Assembly
CEC	Catholic Education Center
Constitution	The Constitution document of the <u>Constitution of the RCSTA</u> .
Equity	Education Equity
General Meeting	A duly called meeting for all members of the RCSTA
LINC	Local Implementation and Negotiations Committee
Local Agreement	The contract between the RCSTA and the RRCSSD # 81 which is in keeping with the requirements of the <u>Education Act, 1995</u> .
PAF	Professional Advancement Fund
Policy Statements	The Policy statements Document of the <u>Constitution of the Regina Catholic School Teachers' Association</u>
Procedures and Duties	The Procedures and Duties SECTION Document of the <u>Constitution of the RCSTA</u>
RCAA	Regina Catholic Administrators' Association
RCSTA	Regina Catholic Schools Teachers' Association
RRCSSD # 81	Regina Roman Catholic Separate School Division No. 81
STF	Saskatchewan Teachers' Federation

### **ARTICLE III - PURPOSE AND OBJECTIVES**

- A. 1. To further the objectives of the STF provincially and locally.
2. To support the professional growth of RCSTA members.
3. To bargain collectively on behalf of members for a local collective bargaining agreement subject to the local bargaining provisions of the Education Act, 1995.
4. To ensure effective representation of members in STF affairs.
5. To promote the spiritual growth of RCSTA members.
6. To promote the best interests of the teaching profession
7. To promote the cause of Education.
8. To promote social activities and good fellowship among RCSTA members.  
However, it is not the practice of the RCSTA to take part in fundraising activities.  
The RCSTA exists as a non-profit, educator-support organization.
9. To ensure effective communications with other local teacher associations, the provincial organization and members of the STF.
10. To acknowledge and support the purposes of the STF as set out in the Teachers' Federation Act (2006)

### **ARTICLE IV - MEMBERSHIP**

Membership shall include all members of the Saskatchewan Teachers' Federation who are employed by the Regina Roman Catholic Separate School Division Number 81.

### **ARTICLE V - FEES**

All members of the RCSTA (including substitute teachers) shall pay fees as per payroll deduction for the school year as described in the Procedure and Duties Section of the RCSTA Constitution.

### **ARTICLE VI - EXECUTIVE**

- A. The Executive shall be comprised of the following elected, voting positions, shall be members of the RCSTA, shall be elected through secret ballot by the membership at the General Meeting in May/June and shall serve from the last day of the school year in the year of election to the last day of the school year in the following year:
  1. President
    - a. The president shall have release time, as negotiated in the LINC agreement, from the RRCSSD # 81, during school hours to attend to RCSTA business.
    - b. The president shall, by virtue of the office, be a voting member of every committee struck by the Executive, Representative Assembly or General Assembly, including Ad Hoc and Voluntary Committees, but with the exception of the RCAA.

- i. If any committee is designated to consist of a specific number of members, the President shall not be counted within this number.
  - ii. The President shall not be the chair of any committee.
- c. The President, in conjunction with the Treasurer, shall have signing authority on behalf of the RCSTA for any financial transactions as approved by the Executive, Assembly or General Assembly either by special motion or as set out by the duly approved budget.
  - d. Only the President or designate(s) shall act as a spokesperson on behalf of the RCSTA in any dealings or discussions with non-association persons or organizations.

## 2. **Vice-President**

In the event the President resigns or is otherwise unable to fulfill her/his functions as President, the Vice-President shall assume the duties of President for the remainder of the term of office.

## 3. **Councillors**

- a. In the event the President and the Vice-President resign or are otherwise unable to fulfill their functions as President and Vice-President, the Councillors shall select one of the Councillors to assume the duties of President until such time as either the President or Vice-President are able to resume their duties, or until such date as the Executive or Assembly set for an election to fill the vacancies.
- b. The number of Councillors is determined by the ratio set within STF Bylaw 2.3 and 2.3.1.
- c. The President and Vice-President shall be deemed to be Councillors by virtue of their offices.
- d. If a Councillor from the RCSTA is chosen to serve on the Executive of the STF, one additional Councillor may be added to the number of Councillors determined in accordance with Constitution Article VI. A. 3. b. for the duration of the time that the Councillor of the RCSTA serves on the Executive of the STF.
- e. Each Councillor shall fulfill the duties of Councillor as defined in the STF bylaws.
  - i. Councillors should also attend Regional Leadership Conferences and become informed about policies and actions of the Federation.

- ii. In the event a Councillor would be absent from STF Council, a substitute shall be chosen from the RCSTA Membership. The Assembly and Executive shall be notified of any changes.

4. Chairperson of the Local Implementation and Negotiating Committee (LINC).

B. The Executive shall include the following non-elected, voting positions:

1. Immediate Past President

- a. The Immediate Past President is the person who held the office of President of the RCSTA in the school year preceding the election of the current President of the RCSTA.
- b. The Immediate Past President is a voting member of the Executive for the school year immediately following her/his term of office as President.
- c. In the event a President is elected to a second or successive term, the position of Immediate Past President shall become vacant at the commencement of the second or successive term.

2. A representative from the Regina Catholic Administrators' Association as selected by the RCAA.

3. A representative from Regina Catholic Schools Substitutes' Teachers as selected by the members of that group.

C. The Executive shall appoint the following positions:

1. Treasurer

- a. The Treasurer shall maintain the accounts of the RCSTA and shall ensure that the accounts are accurate and current.
- b. The Treasurer, in conjunction with the President, shall have signing authority on behalf of the RCSTA for any financial transactions as approved by the Executive, Assembly or General Assembly.

2. Secretary

- a. The Secretary shall keep minutes of all Executive, Assembly and General Meetings.

D. Elected members of the Executive shall, at the earliest possible date, assume duties as chairs of the following committees:

1. Communications
  2. Grievance and Board of Review
  3. Professional Advancement Fund (PAF)
  4. Constitution and Policy Review
  5. Superannuation
  6. Equity
  7. Any other committees or Ad Hoc Committees set up by the RCSTA Executive or Assembly
- E. Quorum shall be five voting members of the Executive or one-half of the voting members of the Executive rounded up to the nearest whole number, whichever is greater.
1. If any voting member of the Executive resigns or otherwise becomes unable to fulfill his/her duties on the Executive, the quorum shall be reduced to reflect the remaining number of the Executive members.
  2. If the number of elected Executive members is reduced to less than one half of the number that are possible according to Constitution Article VI. A., the Executive shall, within one month of the time such number is reached, call a General Meeting at which elections will be held to fill vacancies.
- F. The Executive shall be required to:
1. appoint persons as Treasurer and Secretary.
  2. meet at least monthly during the academic year.
  3. prepare agendas for Assembly Meetings and ensure that they are circulated to all members of the Assembly with sufficient time to permit preparation for Assembly meetings.
  4. prepare the agenda for General Meetings and ensure that they are available to all members of the RCSTA with sufficient time to permit preparation for the General Meeting.
  5. report to the Assembly.
  6. make recommendations to the Assembly.
  7. act upon policies determined by the Assembly.
  8. assume duties as chairs of no more than two committees as per Article VI. D.
  9. appoint Ad Hoc Committees as required.
  10. recommend membership fees and budget for approval of the Assembly representatives.
  11. act as a liaison with the Board and Senior Administration of the RRCSSD # 81.
  12. ascertain that expenditures are consistent with budget provisions and approve accordingly.
  13. wherever applicable, be guided by the positions expressed in the Policy Statements of the RCSTA.

**ARTICLE VII - THE ASSEMBLY**

- A. The Assembly shall consist of:
1. All members of the Executive.
  2. Staff Representatives from schools in the jurisdiction of the RRCSSD #81.
    - a. Each school staff is entitled to elect one representative for every 25 teachers or portion thereof on the staff of that school.
      - i. All members of the RCSTA who work at or from the CEC shall be considered to comprise the staff of one school.
      - ii. All members of the RCSTA who have been seconded to Saskatchewan Learning shall be considered to comprise the staff of one school.
      - iii. Substitutes who are periodically employed by the RRCSSD #81 shall be considered to comprise the staff of one school and Article VII. A. 2. a. notwithstanding, shall be entitled to one representative.
    - b. The name or names of any Staff Representative or Staff Representatives shall be submitted to the President of the RCSTA by September 15.
    - c. The term of office shall be from the date of election at the school until the end of the current school year.
    - d. A Staff Representative (also known as Assembly Rep) shall:
      - i. determine the wishes, ideas and requests of their staffs and communicate these to the Assembly.
      - ii. inform the school staff about the decisions and actions of the Assembly and Executive.
      - iii. assume the role of STF school staff liaison as outlined by the STF.
      - iv. inform the school staff about the activities of the RCSTA and the STF.
      - v. attend Assembly meetings.
      - vi. secure a substitute in the event of being unable to attend an Assembly Meeting.
  3. Designated Alternates for elected Staff Representatives.
    - a. A Designated Alternate is a staff member who has been requested by a Staff Representative to take the place of that Staff Representative at an Assembly Meeting or Assembly function.
    - b. A Designated Alternate must be a member of the RCSTA who is on the staff of the school or a member of the group from which the Staff Representative is unable to attend an Assembly Meeting or Assembly function.

- c. To assume the rights of a Staff Representative, the Designated Alternate must register with the Chair of the Assembly or the President prior to the start of the Assembly Meeting or Assembly function and advise the Chair or President which Staff Representative the Designated Alternate is replacing for that meeting or function.
  - d. Designated Alternates shall perform the duties of a Staff Representative as noted in Constitution Article VII. A. 2. d.
- B. At Assembly Meetings or Assembly functions, only members of the Assembly have the right to speak or vote on matters brought before the Assembly.
1. Guests may be introduced to the Assembly and upon approval, signified by a majority vote of the Assembly, be provided with speaker's time.
  2. All members of the RCSTA may attend Assembly Meetings as spectators.
- C. Quorum shall be one-half of the Staff Representatives or their Designated Alternates.

## **ARTICLE VIII – COMMITTEES**

### A. Membership of Committees

Membership of any committee shall be chosen from the RCSTA general membership. These committees shall consist of the Chair or Co-Chairs, and members approved by the Executive.

### B. Operating Procedures for Committees

1. All committees must be composed of a majority of members as outlined in Article IV.
2. Any person falling outside of Article IV may act in an advisory capacity to committees as the need arises.
3. All committees are required to report to the Executive and/or Assembly prior to initiating any actions.
4. All committees have the power to draw up their own procedures of operation in order to suit their mandates. These procedures of operation will then be subject to approval by the Executive.

### C. Local Implementation and Negotiations Committee (LINC).

1. LINC and the LINC Chair shall be elected at a General Meeting. The committee shall consist of a chairperson, the RCSTA President, and up to four other elected

members. The Chair or designated team member shall report to the RCSTA Executive during negotiations, either at regularly scheduled Executive and/or Assembly meetings or on an “as needed” basis.

2. This committee shall:
  - a. enter into negotiations with the RRCSSD # 81 regarding any and all matters pertaining to the Local Agreement between the RRCSSD # 81 and the RCSTA.
  - b. monitor the application of the current Local Agreement provisions, and make recommendations to the Executive in the event provisions are breached.
  - c. exercise diligence with respect to local matters impacted by the Provincial Bargaining Agreement and to enter into discussions with the Executive of the RCSTA on any matters therein which require attention from the provincial organization.
3. LINC shall take appropriate measures to ensure that the position it takes in negotiations accurately reflects the opinions and wishes of the Association members.
4. LINC has the authority to accept a tentative agreement reached with the RRCSSD # 81.
  - a. Any agreement between the RCSTA and the RRCSSD # 81 is subject to ratification by the membership.
  - b. LINC shall:
    - i) prepare a formal asking package, as per Article VIII.C.3, for presentation and distribution to the Assembly before negotiations open. As well, after any tentative agreement has been reached, the LINC team shall prepare an information package on said agreement for the membership to consider at least one full calendar week prior to any ratification vote.
    - ii) arrange, with the RCSTA Executive, a procedure and a time for a ratification vote to take place no sooner than one week after the delivery of the information package to schools. (See Procedures and Duties Section).
  - c. Staff Reps shall take appropriate steps to ensure secret balloting occurs.
  - d. Only the RCSTA Executive, in consultation with the LINC team, has the authority to request either a recount or a revote.
  - e. STF guidelines must be followed in situations where sanctions are possible.

Sanctions may be employed only after a vote of the membership authorizes the LINC team to impose sanctions. Members who hold positions of added responsibility in the school system, including department heads, coordinators, consultants, administrative interns, principals and vice-principals, are expected to participate fully in any sanctions, except where exemptions have been granted by the LINC.

D. Board of Review and Grievance Committee

1. The chair of this committee shall be the LINC chair. The other two members shall be the RCSTA President and the RCSTA Vice-President or such Executive members who are temporarily filling either of the two roles.

E. Professional Advancement Fund (PAF) Committee

1. The chair and appointed members oversee the management and philosophy of the Professional Advancement Fund.
2. The PAF committee adjudicates PAF requests from members.
3. The PAF committee advises the RCSTA Executive on governance issues.

F. The Substitute Teachers' Representative

1. Substitute teachers shall elect a representative who is a member of the RCSTA Executive and assembly.
2. The representative shall act as an advocate for substitute issues to the Assembly and the Executive of the RCSTA and shall promote the professional advancement of substitute teachers.

G. The RCAA shall have committee status within the framework of the RCSTA.

1. Administrators, by virtue of their individual membership within the RCSTA and their positions as in-school administrators, have a potentially more complex, but not conflicting professional role within the RCSTA.

H. Other Committees

1. The Assembly of Representatives or the members at a General Meeting may establish a standing committee to deal with issues or concerns of an on-going nature.

2. The Executive, Assembly of Representatives or the members at a General Meeting may establish an Ad Hoc Committee to deal with issues or concerns that are deemed to be short-term in nature.
3. The composition of such committees will be as determined by the Executive, Assembly of Representatives or the membership at a General Meeting which established such committee.
4. If no direction is given by the Executive, Assembly of Representatives or membership at a General Meeting, a Chair or Co-Chairs of such committees may be selected from within these committees by the committee members.

### **ARTICLE IX - GENERAL MEETINGS**

- A. A General Meeting shall be held in May/June and at any other time the Executive or Assembly deems necessary.
  1. General Meetings shall be called at the place, time and date set by the Executive or Assembly.
  2. Notice of a General meeting shall be given to all RCSTA Members at least one week prior to the meeting.
- B. The agenda for the General Meeting shall be prepared by the Executive.
  1. When a General Meeting is called under provisions of Constitution Article VI. E. 2. or Constitution Article IX. A. or Constitution Article X. B. 3, the agenda shall include items required by the Article under which the meeting is called.
  2. The General meeting in May/June shall include in its agenda:
    - a. election of the Executive as identified in Article VI.
    - b. a report from the President summarizing RCSTA actions during the school year.
    - c. committee reports, either verbal or written in form.
  3. At a General Meeting, a member of the RCSTA may request that an additional item or additional items be added to the agenda of the meeting.
    - a. Any request for additional items must be accepted by a majority vote of those present at the General meeting.

- b. Any additional item requested by a member and approved according to the provisions of Constitution Article IX. B. 3. a. shall be dealt with only after all original agenda items have been deliberated.
- C. At General Meetings all RCSTA Members may speak to, make motions concerning and vote on matters arising from the Agenda of the General Meeting.
- D. Quorum shall consist of those persons present at a duly called General Meeting.

## **ARTICLE X - ELECTIONS**

### A. Eligibility

#### 1. Candidates

- a. All members of the RCSTA, who are currently having RCSTA fees deducted through payroll, are eligible to submit their names as candidates for any elected position within the RCSTA.
- b. Subject to Constitution Article X.A.1.a. and X.B.2, a member may stand for re-election to any position.

#### 2. Electors

- a. All members of the RCSTA who are currently having RCSTA fees deducted through payroll are eligible to vote at a General Meeting for any candidate running for an elected position within the RCSTA.
- b. All Executive members, Staff Representatives or their Designated Alternates who are currently having RCSTA fees deducted through payroll are eligible to vote at an Assembly Meeting for any candidate running for an elected non-Executive position within the RCSTA.

### B. Elections for Executive Positions

- 1. An election for all elected Executive Positions must be held at the General Meeting in May/June.
- 2. Nominations for the position of President must be received by the Nominations Committee Chair at the RCSTA office at least three weeks prior to the Annual General Meeting. Nominations for President will not be accepted from the floor unless no prior nominations for President have been received within the specified timelines.
- 3. Elections called to fill vacancies on the Executive may take place at any time during the school year.

- a. Except as otherwise stipulated in the Constitution, elections shall be called at the discretion of the Executive.
- b. A motion may be made at any Assembly Meeting calling for a General Meeting at which elections shall be held to fill vacancies on the Executive.
  - i. The motion shall stipulate the position(s) to be filled and set a date for the General Meeting.
  - ii. Upon receiving a majority vote in the Assembly, the motion is binding upon the Executive.

C. Elections for Other Positions

- 1. Any non-Executive positions which are stipulated in the RCSTA Constitution to require an election may have the election take place at any Assembly or General Meeting.
- 2. Procedures for such elections, unless specifically dealt with by the Constitution, shall be determined by the Assembly Members at an Assembly Meeting or by those Association Members present at a General Meeting.

D. Election Procedures – see Procedures and Duties SECTION (Article X)

**ARTICLE XI - RESOLUTIONS TO STF COUNCIL**

A. Individual teachers or groups of teachers may submit resolutions directly to the STF Council Resolutions Committee.

- 1. Resolutions submitted directly by individual teachers or teacher groups do not have the endorsement of the RCSTA unless and until such resolutions have been presented to and have received the approval of the Assembly.
- 2. Any resolution submitted directly to the STF may still be submitted to the RCSTA Assembly for consideration.

B. A teacher, school staff, RCSTA committee or the RCSTA Executive may submit resolutions to the RCSTA Assembly for consideration.

- 1. Such resolutions, if supported by a majority vote of the Assembly, shall be sent to the STF Resolutions Committee in the name of the RCSTA.
- 2. If the Assembly rejects a resolution brought before it, the person(s) who submitted the resolution retain the right to submit resolutions directly to the STF Council Resolutions Committee as outlined in STF Policy 4.3.3.

**ARTICLE XII - AMENDMENTS TO THE CONSTITUTION**

- A. Notice of any proposed amendments shall be circulated among RCSTA Members at least thirty (30) full days before a vote shall take place on such amendments.
- B. Amendments to the Constitution shall be voted upon at a General Meeting. A two-thirds majority of those present at the General Meeting shall be required for ratification of each amendment.
- C. All amendments, provisions, policies and constitutional changes shall be consistent with and based upon STF legislation, bylaws and policies.

**PROCEDURES AND DUTIES SECTION OF THE CONSTITUTION OF THE  
REGINA CATHOLIC SCHOOLS TEACHERS' ASSOCIATION**

## ARTICLE 1 - PURPOSE

The RCSTA PROCEDURES AND DUTIES SECTION shall outline the expected procedures and duties that are to be followed by the Executive, the Assembly of Representatives, the General Membership, appointed officers of the RCSTA, and the RCSTA, in general.

## ARTICLE II - AMENDMENT PROCEDURE

The PROCEDURES AND DUTIES Section may be amended by a two-thirds vote of those present at a duly called General Meeting, provided that notice of the amendment(s) is given at least one week prior.

## ARTICLE III - RCSTA FEES

- A. The fee shall be determined by a majority vote at the General Meeting in May/June which immediately precedes the current school year, or September of the current school year.
- B. Substitute teachers shall pay pro-rated RCSTA fees based upon days worked per month divided by the number of school days declared by the minister times the annual RCSTA fee.
- C. Teachers shall pay RCSTA fees only for the months of the school year during which they are employed.
- D. Annual membership fees shall be deducted in ten equal installments beginning with the first regular cheque for the new school term. The fees shall be sent to the RCSTA on a monthly basis.
- E. If a teacher wishes to withhold part or all of the membership fee, the teacher must make such intention known to the financial department of the RRCSSD #81 in accordance with the Local Agreement provisions.

## ARTICLE IV - PRESIDENT

- A. The RCSTA will reimburse the President for any pay forfeited for release time as stipulated in CONSTITUTION Article VI. A. 1. c., up to the percentage amount of the President's salary classification set in the budget passed at a General

Meeting. The president shall receive a pensionable allowance that is equal to 5% of maximum of Class VI salary.

- B. In the event that the RRCSSD #81 provides payment to the President to cover the time used for RCSTA business, the RCSTA will reimburse the RRCSSD #81 to the same extent as outlined in PROCEDURES AND DUTIES SECTION Article IV.A.
- C. The President shall announce at the Assembly Meeting prior to Spring Council of each year his or her intentions for re-election for the next school year.

#### ARTICLE V - TREASURER

- A. The Treasurer shall maintain a record of all costs incurred by all RCSTA committees as have been submitted to the Treasurer by the chairperson, spokesperson, or treasurer of each committee.
- B. The Treasurer shall present monthly financial statements to the Executive and Assembly, and as required for General Meetings.
- C. The Treasurer shall arrange for an annual statement of the income and expenditures to be audited in a manner approved by the Executive.
  - 1. The audited statement from the previous year shall be presented to the Assembly at its first meeting in September.
  - 2. The Treasurer shall assist the Executive to prepare an annual budget which shall be presented to the RCSTA for approval at a General Meeting.
- D. The Treasurer shall, upon authorization from the Executive, open the accounts of the RCSTA to any member.

#### ARTICLE VI - SECRETARY

- A. The Secretary shall record all motions made at meetings.
- B. The Secretary shall record the decisions made concerning motions, including vote counts, or recorded votes, or both.

- C. The Secretary shall summarize the discussions of issues raised at meetings.
- D. The Secretary shall upon the request of a member, include verbatim remarks of that member.
- E. The Secretary shall ensure that attendance is taken at all meetings and note such attendance in the minutes.
- F. The Secretary shall act as secretary for Executive, Assembly, and General Meetings.

## ARTICLE VII - EXECUTIVE PROCEDURE

- A. Meetings of the Executive shall be at the call of the President.
  - 1. The President may call meetings of the Executive at his/her discretion, except that:
    - a. The President shall call a meeting of the Executive once each month during the academic year.
    - b. The Executive may direct the President to waive or extend the provisions of PROCEDURES AND DUTIES SECTION Article VII.A.1.a for any single month.
  - 2. The President is the Presiding Officer of the Executive and shall chair all Executive Meetings.
  - 3. The Vice-President is the Deputy Presiding Officer of the Executive and shall chair any Executive Meetings at which the President is absent, or shall assume the chair if the President relinquishes it to speak to an issue before the Executive.
- B. Meetings of the Executive are open only to Executive Members and such guests as the Executive may invite to attend.
  - 1. An individual teacher, school staff, or other group may request time at an Executive Meeting to present a brief or position paper to the Executive.
  - 2. Upon Executive agreement to the request, the President shall arrange a mutually agreeable date and time at which the brief or position paper may be presented.
- C. The Secretary shall ensure that minutes of each Executive Meeting are recorded.
  - 1. The Secretary shall attach to all Executive Meeting minutes any written report

or papers submitted to the Executive.

2. The Secretary shall submit to the President the minutes of each meeting upon completion of the meeting and, with the President, ensure that the minutes are complete.
  3. Minutes of Executive Meetings shall be distributed to members of the Executive and Assembly Representatives.
- D. The Executive may request committee chairpersons or spokespersons to present reports to the Executive, the Assembly, or at a General Meeting.
- E. The Executive may recommend motions or resolutions to the Assembly at Assembly Meetings and to the RCSTA Membership at General Meetings.
- F. Where the Executive does not agree to recommend a motion or resolution to an Assembly or General Meeting, an individual Executive Member retains the right to present the motion or resolution as a personal motion or resolution, provided she/he clearly indicates at the Assembly or General Meeting that the motion or resolution is personal and is not a reflection of Executive views.

#### ARTICLE VIII - ASSEMBLY PROCEDURE

- A. First Assembly Meeting of each school year:
1. The Assembly Meeting shall be chaired by the President.
  2. The Assembly shall elect a Chair of the Assembly from the membership of the Assembly, excluding the President.
    - a. Another representative may be elected by the school represented by the Chair.
    - b. Upon election of the Chair of the Assembly, the President shall relinquish the chair to the Chair of the Assembly.
  3. The Assembly shall approve tentative dates, times, and locations for all regular Assembly Meetings for the current school year.
  4. The Executive or the Assembly may call for Assembly Meetings to be held at times other than those established in PROCEDURES AND DUTIES SECTION Article VIII.3. to deal with issues of an emergent nature.
  5. All other procedures shall follow the format established for regular Assembly Meetings.

B. Regular Assembly Meetings

1. The Chair of the Assembly shall chair all Assembly Meetings or Functions and shall:
  - a. Ensure that the agenda prepared by the Executive, and as may be amended by the Assembly, is addressed in an expeditious manner.
  - b. When a vote by show of hands takes place on motions, decide whether such vote is in the affirmative or in the negative and announce the result to the Assembly.
  - c. Ensure Assembly business follows procedures established by the Assembly or outlined in the CONSTITUTION.
  - d. Wherever procedure is uncertain, ensure that Assembly business is conducted according to Robert's Rules of Order.
2. In the event the Chair of the Assembly is absent or otherwise unable to fulfill his or her duties as Chair, the Deputy Chair of the Assembly shall assume all duties of the Chair of the Assembly.
3. The Secretary of the Executive shall act as Secretary for the Assembly and shall:
  - a. Take, or cause to be taken, a record of attendance of all Assembly Representatives.
  - b. Record the matters discussed during Assembly Meetings and Assembly Functions, including any motions made and the decisions regarding those motions.
4. Assembly Members may:
  - a. Discuss any matter on the agenda of an Assembly Meeting, and may make motions to amend the agenda to include matters concerning the RCSTA.
  - b. Make motions regarding agenda items.
  - c. Vote on motions raised in Assembly Meetings.

- i. All votes shall be by a show of hands.
  - ii. Any member of the Assembly may challenge the Chair's decisions on a vote and call for a count, the results of such count to be recorded by the Secretary.
  - iii. Any member of the Assembly may request a recorded vote on any motion, either before or immediately after the vote has been made, and the Secretary shall record the names of those voting in the affirmative, those voting in the negative, and those abstaining.
- d. Request reports from any appointed or standing committee.
    - i. Unless otherwise requested, committee reports shall be made orally by a committee spokesperson.
    - ii. If written reports are requested, they shall be appended to the official minutes of the meeting at which they are submitted.
  - e. Recommend membership fees and budget for approval at a General Meeting.
  - f. Direct the Executive and President to implement decisions of the Assembly.
  - g. Strike such committees as they deem necessary, the structure and function of such committees to be determined by the Assembly.
  - h. Approve expenditures required for RCSTA business.
5. During the June Assembly, any out-going President shall extend an invitation to the newly elected President to sit with the Chair, Secretary and President at the front of the Assembly.

## ARTICLE IX - COMMITTEES

### A. LINC

- 1. The Chairperson or a spokesperson shall regularly report to the Executive and the Assembly concerning the progress of negotiations.

2. If the Bargaining Committee believes that contract negotiations are at an impasse, it may recommend that the RCSTA seek the processes of mediation, conciliation or that sanctions be applied against the RRCSSD #81.
  - a. The Chairperson of the LINC shall request the President to arrange a meeting of the LINC with the Executive, and the Executive shall decide upon the recommendations of the LINC.
  - b. Upon approval by the Executive and in consultation with the STF, plans for sanctions will be drawn up.
  - c. With Executive approval, a General Meeting shall be called where Association members shall be informed by the LINC of its recommendations and a date will be set for a membership vote upon sanctions.
  - d. Upon receiving RCSTA approval, the LINC, in consultation with the Executive and the STF, shall determine if and how sanctions will be applied.
  - e. Staff Reps shall take appropriate steps to ensure secret balloting occurs on tentative LINC agreements. It is recommended that a staff meeting be held at each school solely to discuss LINC matters. As well, staff reps should not count their school's votes.

Ballots shall be returned to the RCSTA in sealed envelopes. Staff lists should be used to track ballots so that all RCSTA members are provided a fair opportunity to vote. Votes shall be counted by the RCSTA president or delegate and confirmed by at least one member of the Executive. Only total percentages for and against shall be released after counting of ballots is completed.

B. Board of Review and Grievance Committee

1. The Board of Review and Grievance Committee shall consist of the Chairperson of the Committee, the President, and the Chairperson of the LINC.
2. Matters submitted to the Board of Review and Grievance Committee shall be confidential to the committee and Executive.
3. The Executive only may, by majority vote, amend the sections within PROCEDURES AND DUTIES SECTION Article IX.D.

C. Communications Committee

1. The Communications Committee shall establish a structure to ensure that information regarding the RCSTA is circulated to the membership.

2. The Communications Committee shall prepare a list of all Executive Members, Staff Representatives, Committee Chairperson, and Committee Members which may be circulated to the membership.

D. Constitution and Policy Review Committee

1. The Constitution and Policy Review Committee shall periodically examine the Constitution and Policy Statements to determine if changes are required.
2. Upon determining that changes may be required, the Chairperson shall present the recommendations of the Constitution and Policy Review Committee, with alternatives where possible, to the Executive.
3. The Constitution and Policy Review Committee shall ensure that proposed amendments to the Constitution, or Policy Statements, or both shall be brought to the attention of the Assembly, or the Association Membership or both.
4. The Constitution and Policy Review Committee, if requested, shall assist Staff Representatives or individual RCSTA Members in the preparation of proposed amendments to either the CONSTITUTION or the POLICY STATEMENTS.
5. The Constitution and Policy Review Committee shall advise members who submit amendments as to the clarity and potential implications of these changes, and shall coordinate suggested changes with existing policy.
6. As directed by motions of the Assembly at Assembly Meetings, or as directed by motions of the Association Membership at General Meetings, the Committee shall prepare Policy Statements, or amendments to Policy Statements, or both, or amendments to the RCSTA CONSTITUTION, for presentation for ratification to the RCSTA Membership at a General Meeting.

In the event the Chair of any committee resigns before the expiration of term, that Committee shall meet to appoint an interim Chair. A General Meeting shall be called and an election shall be held to fill the vacant position.

## ARTICLE X - ELECTIONS

- A. An Electoral Committee, the structure and number of which shall be determined by the Assembly, shall be chosen by the Assembly prior to the May/June General Meeting.

- B. The Electoral Committee shall:
1. Send out notices of election.
  2. Prepare, send out, and collect nominations forms for elected positions. Nomination forms for the position of President must be received in the RCSTA office a minimum of three weeks before the Annual General Meeting.
  3. Accept nominations for Executive positions.
    - a. Written nominations for Executive positions shall be submitted prior to the General Meeting.
    - b. Nominations for Executive positions may be submitted from the floor at the General Meeting.
  4. Prepare ballots for use at the General Meeting.
  5. Conduct the elections at the General Meeting.
    - a. Provide each candidate equal time to make a statement at the General Meeting.
    - b. Distribute, collect, and count ballots at the General Meeting.
    - c. Announce the results of any count.
  6. Retain ballots until a motion in the General Meeting orders that the ballots be destroyed.
  7. Ensure that proper elections procedures are adhered to during the General Meeting.
- C. Whenever election procedure is not specifically defined, the Executive shall act as an Electoral Committee for elections called to fill vacancies.
- D. Voting Procedures:
1. All voting for Executive positions shall be by secret ballot.
  2. Each Association Member present at a General Meeting may vote for any number of candidates nominated for a position up to the maximum of the number of candidates required for the position.

3. Each unsuccessful candidate will be dropped to the next open position, ie. President to Vice-president, Vice-president to Executive, subject to the individual's wishes.
4. The candidates elected, in accordance with the number of allotted positions, will be those who receive the greatest number of votes.
5. In the event of a tie for the final position(s), an additional ballot will be held as prescribed in Article X.D.4 of the Procedures and Duties SECTION.
6. Should fewer candidates be nominated for a position than the number of candidates required for that position, those candidates who are nominated shall be declared elected by acclamation.
7. If vacancies exist after elections at a General Meeting, the provisions of CONSTITUTION Article X.B apply.

#### ARTICLE XI – REMOVAL FROM OFFICE

- A. A member of the RCSTA Executive may be removed from the Executive for:
  1. behaving in a manner contrary to the STF Code of Ethics.
  2. failing to carry out the duties of the office.
  3. missing four (4) or more meetings of the Executive.
- B. To effect removal from the Executive, the following steps are necessary:
  1. A notice of motion shall be presented to all Executive members at least three working days prior to an Executive meeting.
  2. At the Executive meeting, a motion to remove the Executive member must be presented and approved by eighty percent of the voting members present.
  3. The Executive member being considered for removal shall have the right to address the Executive prior to the vote being taken.
  4. The Executive member being considered for removal shall not take part in the vote.

#### ARTICLE XII – FISCAL MANAGEMENT AND RESPONSIBILITY

1. Fiscal decisions shall be governed by the principle of maintaining a balanced budget and the responsible use of member fees.
2. The RCSTA Executive will be informed of those expenses that fall within approved budget lines.

3. RCSTA Executive approval will be sought when considering any use of reserve funds.
4. The President shall oversee all expenditures and initiate the processes above.
5. The RCSTA shall create a statement of guiding principles concerning committee expenses.
6. Each RCSTA committee chair shall be empowered to allocate committee funds.
7. The treasurer is an agent of the Executive.
8. The treasurer shall be bound by their role as defined in the Constitution.
9. Some form of recognition for voluntary service, not covered as a budget line, will be considered and budgeted for.
10. RCSTA committee members will be granted the current Executive meeting dollar allotment for each meeting of the committee, onus on the Chair to claim.
11. Meals will be provided for meetings that run through a regular meal time.
12. At the end of each academic school year, the RCSTA shall employ a certified auditor to examine financial practices for that year. Upon request, the RCSTA will provide audited financial statements to its members.
13. At the first assembly meeting of the school year, the RCSTA shall present a(n) proposed budget and annual fee for consideration by the members.

**APPENDIX**  
**POLICY STATEMENTS**  
**OF THE**  
**RCSTA**

**PART 1 - PURPOSE**

- 1.1 The Policy Statements contained in this document are intended to reflect the current position of the RCSTA in respect of the issue or issues to which they are addressed.
- 1.2 The Policy Statements shall be the basis upon which Executive decisions shall be made for such matters as fall within the scope of the Policy Statements.
- 1.3 This RCSTA POLICY STATEMENTS has its authorization through CONSTITUTION Article VI.F.13 of the Constitution of the RCSTA (revised May 2007).
- 1.4 The Constitution and Policy Review Committee shall ensure that the Policy Statements in this document shall at all times conform to the stated, current objectives of the RCSTA.

## PART 2 - AMENDMENT PROCEDURES

- 2.1 Existing policy statements may be amended or new policy statements accepted only at a General Meeting.
- 2.2 The proposed amendment(s) or new policy(ies) must be circulated to each staff at least one month prior to the General Meeting.
- 2.3 To be adopted, an amendment or a new policy must be ratified by at least a two-thirds majority vote at the General Meeting.

## PART 3 - POLICY STATEMENTS

- 3.1 SCHOOL CLOSURE POLICY - The RCSTA believes that:
  - A. A teacher shall not lose his/her job as a result of school closure.
  - B. Each teacher in a school designated for closure shall be consulted on an individual basis by the appropriate superintendent regarding assignment for the following year. Efforts shall be made to place the teacher in a similar teaching assignment or one mutually agreed upon.
  - C. Administrators shall be placed in administrative positions on the basis of seniority, and if no positions exist, the administrators shall continue to receive their allowance until a new position is available.
  - D. Policy as established by the STF with regard to “Declining Enrollments” shall be followed.
  - E. Administrators and teachers in designated schools shall be kept informed about school closures before information is released to the media.
- 3.2 PROFESSIONAL ADVANCEMENT FUND POLICY - The RCSTA believes that:

- A. All teachers should be entitled to pursue professional advancement or upgrading and that the RRCSSD #81 should have funds set aside for such purpose.
- B. The RCSTA shall strive to obtain a specific accounting of the spending of the Professional Advancement Fund, including the numbers of persons attending a specific function, the kind of function, and the amount of the award.

### 3.3 RCSTA SCHOLARSHIP POLICY

- A. The RCSTA shall award an annual scholarship, the amount for which shall be determined annually the RCSTA Executive.
- B. The scholarship is limited to those applying for post-secondary entrance (minimum of two year program).
- C. The Scholarship Committee shall be an Ad Hoc committee consisting of at least three members of the RCSTA.
- D. Duties of the Ad Hoc Committee:
  - 1. invite applications for the scholarship.
  - 2. screen candidates.
  - 3. notify the President of the RCSTA by June 30 of the proposed recipient.
  - 4. recommend improvements in the Scholarship Format and Procedures to the RCSTA Executive.
- E. Criteria:
  - 1. academic excellence.
  - 2. acceptance into a post-secondary program.
  - 3. involvement in their school/community and parish life.
  - 4. child or legal ward of any current, deceased, or superannuated member of the RCSTA.