



PART I: CONSTITUTION OF SASKATOON TEACHERS' ASSOCIATION

Article I: Name

The name of this local of the Saskatchewan Teachers' Federation, hereinafter referred to as the STF, shall be the Saskatoon Teachers' Association, hereinafter referred to as the STA.

Article II: Affiliation and Purpose

- A. This local is affiliated with the STF, and as such will ensure that its constitution and policies are consistent with the legislation, bylaws and policies of the STF.
- B. The purpose of the STA, in accordance with STF Bylaw 6.1.1, shall be:
 - 1. To further the objectives of the STF provincially and locally.
 - 2. To ensure effective communication between members and the STF.
 - 3. To ensure effective representation in STF affairs.
 - 4. To bargain on behalf of members for local collective bargaining agreements with SPSD #13 and SPRCSSD #20 respectively, subject to the local bargaining provisions of The Education Act, 1995.
 - 5. To foster the professional growth of teachers.
 - 6. To promote the best interests of the teaching profession.

Article III: Membership and Responsibilities

- A. The membership of the STA shall consist of those members of the STF who upon payment of a fee as outlined in Article IV are:
 - 1. Teachers employed by the Saskatoon Public School Division, hereinafter referred to as SPSD #13, and St. Paul's Roman Catholic School Division #20, hereinafter referred to as SPRCSSD #20.
 - 2. Substitute teachers employed by the aforementioned school divisions shall be members of the STA, unless otherwise designated in writing to the local association President by September 30th.
- B. In addition, the following are considered members of the STA, though no fee is required of them:
 - 1. Interns working in the aforementioned school divisions shall be granted associate membership for the duration of their internship.
 - 2. Superannuated teachers who were members of the STA shall be granted associate membership.
- C. Local Association Members shall:
 - 1. Elect the STA President, Executive Vice-President, and Administrative Vice-President, whose duties begin July 1 of each year.
 - 2. Ratify all LINC agreements in their respective school divisions.
 - 3. Attend the annual STA Convention.
 - 4. Become and remain informed on STA and STF affairs.
- D. STA members in each school shall:
 - 1. Elect STF school staff liaisons, whose duties begin July 1, of each year.



2. Elect Assembly representatives, according to Article VIB.6, whose duties begin July 1, of each year.
- E. Associate members may attend STA general or assembly meetings though they are not granted voting or speaking privileges. They may also attend the annual STA Convention, and receive STA publications at cost.

Article IV: Fees

- A. The annual fee shall be proposed by the Administrative Vice President, reviewed by the executive, presented at the April assembly meeting as a Notice of Motion, and be presented at the May assembly meeting for approval by a majority vote.
- B. All teachers employed on a greater than .5 contract shall pay the full fee as approved by the assembly.
- C. All teachers employed on a .5 contract or less will pay half of the full fee as approved by the assembly.
- D. Substitute teachers shall pay a daily fee equal to $1/180 \times$ the annual fee as approved by the assembly.
- E. Fees shall be deducted on a monthly basis by the aforementioned school divisions for full, part-time and substitute teachers.

Article V: Rules of Procedure

- A. All general, assembly and executive meetings will be conducted according to Roberts Rules of Order.
- B. All general and assembly meetings are open to all STA members and associate members, though speaking and voting privileges extend only to assembly representatives and executive members. Individuals and groups requesting speakers' time may do so through the STA president (or designate). The STA president (or designate), may invite other guests to assembly meetings.
- C. Quorum at assembly meetings shall be $2/3$ the number of representatives. At executive meetings quorum is $2/3$ the number of executives. A quorum is necessary to conduct the business of the Executive or Assembly.
- D. Quorum is not necessary to conduct the business of a general meeting.

Article VI: Organization

- A. General Meeting of Members
 1. A General Meeting of the membership of the STA may be called by the President when deemed necessary by the Executive.
 2. The purpose of a general meeting shall be communicated to members prior to the meeting, and again articulated by the chair at the start of a general meeting.
- B. Assembly of Representatives
 1. The Assembly of Representatives, hereinafter referred to as Assembly, shall be the chief legislative body of the STA and the forum for discussion of concerns and issues of the membership.



2. The Assembly shall meet regularly, with the exception of July and August, at the call of the Executive Vice-President.
3. Assembly meetings are open to all members and associate members of the STA, though only Assembly Representatives are granted voting and speaking privileges. Exceptions to speaking privilege may be made by the STA President according to Article V:B.
4. Two-thirds of the Members of the Assembly shall constitute a quorum. A quorum is necessary to conduct the business of the Assembly.
5. The Assembly shall:
 - a. Approve the annual budget presented by the Administrative Vice- President at the May Assembly before it becomes operative in accordance with Article VIII:I:1. The Assembly shall also approve the audited Annual Statement of Income and Expenditures for the previous year, presented at the September meeting by the Administrative Vice-President in accordance with Article VIII:I:5.
 - b. Approve any transfer of funds within the budget as per Executive request.
 - c. Approve the annual membership fees.
 - d. Elect the members of the Executive, other than the Inner Executive.
 - e. Elect the System Coordinators by division.
 - f. Elect the LINC chairpersons by division.
 - g. Ratify all committee members.
 - h. Approve all amendments to STA Constitution and Policy.
 - i. Approve proposed agenda for all Assembly meetings.
 - j. Have the right to vote and speak on all matters of Assembly business.
 - k. Consult with their staffs, and represent their staff viewpoint on Assembly business.
6. The maximum representation from each school shall be in accordance with the following scale, as determined by the number of teachers on staff as of fall school opening.

Members on Staff : Number of Representatives	
1-15	1
16-30	2
31-45	3
46-60	4
61-75	5
76-90	6
91-105	7

7. All members of the executive are members of the Assembly.
8. Where all Representatives from a school become Executive Members, the school is entitled to an additional Assembly Representative who is not eligible for election to the Executive during the current year.
9. Substitute teachers are entitled to four Representatives at Assembly, with full speaking and voting privileges, and are eligible to seek positions on the STA Executive. These four representatives shall be elected at the fall meeting of substitute teachers called by the President, or designate, no later than September 15th of each year.



10. For the purpose of representation, all members of the Association who work at or from a Central Administrative office shall be considered to comprise the staff of a school.

11. It shall be the responsibility of the STA Representative of a school to notify the President of a change that may warrant a change in representation.

C. Executive and Non-Executive Councilors

1. The Executive shall:

- a. Provide leadership to the membership of the STA, and act as an advisory body to the Inner Executive of the STA.
- b. Be STF Councilors and perform the duties as outlined by STF Bylaw 2.2.
- c. Shall act as chairpersons for committees outlined in Article VII:A.

2. During the May Assembly meeting the Executive for the following year shall be elected according to STA Article X: A. The Executive shall consist of the President, Executive Vice-president, Administrative Vice-President, Past-President, LINC Chairpersons for each school division, two System Coordinators for each school division, and elected Executive members to a maximum complement of 27 members.

3. All STA members are eligible for election to the Executive.

4. Any STA member elected to the STF Executive will be a member of the STA Executive, regardless of whether a complement of 27 has been reached.

5. The term of office for Executive Members is from July 1 to June 30 of the following year.

6. Executive meetings shall be held at the call of the STA president.

7. Executive members shall conduct themselves according to Article VIII: D, STA Policy: Appendix IV, and STF Bylaw 2.2

8. Non-executive STF councilors shall be elected according to STF Bylaw 2.2 and STA Policy V:L.

D. Inner Executive

1. The Inner Executive shall consist of the President, Executive Vice-President, Administrative-Vice President, and Past- President.

2. The Inner Executive shall meet at the call of the STA President.

3. The President shall be granted release time in accordance with Article IX:I.

4. Members of the Inner Executive shall carry out duties in accordance with Article VIII:F

5. The term of office for Inner Executive Members is from July 1 to June 30 of the following year.

E. The activities of the STA shall be conducted in accordance with the Policy Statement of the STA.

Article VII: Standing Committees

A. In order to support the work of this local, the following standing committees are sanctioned by the STA:

- 1. Committees which encompass both systems:
 - a. Constitution and Policy
 - b. Courtesy
 - c. Internal Communications and Directory
 - d. Electoral

- e. Executive Expense
 - f. New Teacher's Services
 - g. Public Relations and Political Involvement
 - h. Professional Development and Convention
 - i. Resolutions
 - j. Substitute Teachers
 - k. Superannuation
 - l. World Teachers' Day
 - m. STA Service Recognition Award
2. Committees of SPSD #13
 - a. LINC
 - b. Liaison
 - c. Committees as outlined in Appendix I
 3. Committees of SPRCSSD #20
 - a. LINC
 - b. Teacher Relations
 - c. Committees as outlined in Appendix II
- B. Committee Membership
1. Chairpersons of STA sanctioned committees shall be chosen from the Executive by the Inner Executive.
 2. Committee members may be selected from the Assembly and/or general membership.
 3. Committee membership will be ratified by the Assembly, or in the case of system committees by the Assembly representatives of the respective systems.
 4. The STA President will be an ex-officio member of all STA sanctioned committees.
 5. STA committees, with the exception of LINC shall operate according to STA Policy Section VII, and/or, as is the case with system committees Appendix I and II.
- C. Terms of Office for Chairpersons
1. Chairpersons for all committees, excepting LINC and Liaison, shall be chosen prior to June 30, and will serve for a one year term, beginning July 1.
 2. Liaison Chairpersons/System Coordinators shall be elected at the May Assembly meeting by the Representatives of their respective systems, and will serve a one year term, beginning July 1.
 3. LINC chairpersons shall be elected at the May Assembly by the Representatives of their respective systems, prior to the election of the Executive. This election shall be conducted by the System Coordinator.
 4. Committee meetings will be held as necessary, at the call of the committee chair.
- D. Local Implementation Negotiating Committees, hereinafter referred to as LINC
1. The respective LINC committee shall negotiate with the trustees of their systems, or their representatives, with the aim of securing fair and reasonable conditions of employment for their respective membership.
 2. The teachers of the SPSD #13 and the SPRCSSD #20, shall choose a LINC committee, as required by Education Act 1995.
 3. Chairpersons should strive to ensure committee membership is representative of the membership of their respective systems.

4. The LINC committees of the respective systems shall solicit input from their membership, and on that basis create a bargaining package.
 5. The chairperson of each committee shall regularly report to the Executive and to the Assembly concerning progress of negotiations.
 6. Any tentative contract between SPSD #13 teachers and their employing board or SPRCSSD #20 teachers and their employing board, shall be subject to ratification by the respective employee groups. Ratification shall be carried out by ballot of the general membership of the respective division.
 7. All tentative agreements shall be reviewed by the Executive of the respective systems, prior to presentation to their membership.
 8. Sanctions:
 - a. In the event a LINC committee feels it must recommend application of sanctions, the chairperson of the committee will consult the STF and will notify the STA President.
 - b. The committee will meet with the Executive to formulate recommended details of such action.
 - c. For the purposes of local bargaining disputes in either system, the decision making bodies shall be the System Representatives (Executive and Assembly Representatives), from the system in dispute.
 - d. Any sanctions applied shall be undertaken only being approved by a vote of the system membership.
- E. Electoral Committee
1. The Electoral Committee shall be in charge of all balloting involving the general membership of the STA.
 2. The Electoral Committee shall be composed of :
 - a. The chairperson, hereinafter referred to as the Chief Electoral Officer (CEO), shall be a member of the Executive, who becomes ineligible to run for the offices of President, Executive Vice-President, or Administrative Vice- President, nor can such executive member hold the office of Past-President.
 - b. Returning officers shall be appointed by the CEO, and ratified by the Assembly.
 - c. The Deputy Returning Officer in each school will normally be an STA Representative who is not running for office.

Article VIII: Responsibilities of Local Association Officers

- A. Assembly Representatives shall:
1. Carry out their duties according to Article VI:B:5.
 2. Attend Assembly meetings, and provide perspective on local issues from their respective staffs.
 3. Report on Assembly decisions, and the reasons for them, to their respective staffs.
- B. STF School Staff Liaisons shall:
1. Report to their respective staffs on STF meetings and local and provincial STF issues.
 2. Gather and distribute information as requested by the STF.
 3. Link members to support services within the STF.
 4. Convey information on teacher concerns to the STA and STF.
- C. Committee Chairs shall:

1. Recruit, mentor and support committee members.
 2. Organize and preside over meetings.
 3. Operate committees according mandates outlined in STA Policy Section VII.
 4. Ratify all committee members at an Assembly meeting.
- D. The Executive shall:
1. Carry out its duties according to Article VI:C:1:a,b,c.
- E. Executive and Non-Executive Councilors shall:
1. Perform their duties as outlined in STF Bylaw 2.2.
 2. Attend assembly meetings, mini council and any pre-council meeting(s).
 3. Attend all council sessions, and represent the STA viewpoint, while working on behalf of all STF members.
 4. Attend any meeting called by the STA president during council.
 5. Give prior notice to STA councilors if intending to pull or speak against a STA resolution during Council. Exceptions may be granted by the STA President, though prior notice is required in most cases.
 6. Support the development and implementation of STF plans and policies at a local level, acquire and provide information about the STF to local members, and facilitate information distribution and gathering on behalf of the STF.
 7. Link members who need assistance in their professional duties or relationships to supports and services of the STF.
- F. The Inner Executive shall:
1. Provide leadership to the Executive and act in an advisory capacity to the President.
 2. Meet regularly with the System Coordinators to provide an exchange of information between systems.
 3. Liaise regularly with the Board Chairpersons and the Directors of the respective systems.
 4. Select chairpersons for the standing committees named in Article VII, with the exception of the LINC chair, Liaison chair, and Teacher Relations chair.
 5. Seek a replacement in the event an Executive member is unable to fulfill his/her duties.
 6. Ensure that a full complement of councilors will be present for all STF Councils.
 7. In consultation with System coordinators, provide support to teachers who seek their assistance in dealing with their administration.
 8. In the event that one system is not represented on the Inner Executive, a member shall be elected from the Executive to represent that system as a fifth member of the Inner Executive.
- G. The President shall:
1. Be the official spokesperson of the STA.
 2. Provide leadership in all Executive functions.
 3. Call and chair all meetings of the executive.
 4. Cast the deciding vote in the case of a tie in the Executive.
 5. Have the right to call meetings of chairpersons and committees for the purpose of liaison and planning and shall be an ex-officio member of all committees.
 6. Along with the Administrative Vice-President have signing authority for the STA.

7. Ensure that information regarding the functions of the STA and STF are made available to each school staff.
 8. Promote the STA through school visitations.
 9. Maintain ongoing communications with the Directors and Board Chairs of both systems.
 10. Take a leadership role in ongoing communications and liaison with STF staff.
 11. Assume the chair in the absence of the Executive Vice-President at an assembly meeting.
 12. Should a school not be represented for two consecutive Assembly meetings, the President shall notify the school staff.
 13. The President together with the Courtesy Committee shall ensure that appropriate notes of congratulation or condolence are forwarded to members on behalf of the STA .
- H. The Executive Vice-President shall:
1. Be responsible for the preparation of the Assembly agenda, and shall chair the all meetings of the Assembly.
 2. In the absence of the President chair meetings of the executive.
 3. In the event of the resignation/removal of the President after January 1st, assume the position of Acting President according to Article XI: B:2:c.
 4. Conduct the election of Executive Members and Non-Executive Councilors in accordance with STA Policy Section V:H and STF Bylaw 6.4.2.
 5. Ensure a recording secretary is present at all Assembly and Executive meetings.
 6. Coordinate Zone councilors and facilitate zone meetings.
 7. Prepare a list of schools in each zone and appropriate signage for each zone .
- I. The Administrative Vice-President shall:
1. Prepare an annual budget, with an operational reserve of 30%, and a fee based on Executive recommendations, for ratification at the May assembly meeting by majority vote.
 2. Be responsible for the collection and recording of fees, the issuing of receipts, and the regular notification to the STA Executive of members whose fees are in arrears.
 3. Shall keep accurate and current accounting of the STA funds, and present periodic financial statements to the Executive and Assembly.
 4. Cause to be prepared an Annual Statement of Income and Expenditures, which shall be audited by an accountant, who is not a member of the STA. The audited statement from the previous year shall be presented to the Assembly at the first meeting in September.
 5. Approve and reimburse expenses by the STA president and Executive members while they are carrying out official duties.
 6. Invest accumulated surpluses, and the operational reserve.
 7. Shall contract adequate liability insurance on the behalf of the STA and ensure such insurance is provided prior to all STA sponsored functions.
- J. The Past-President shall:
1. Act as an advisor to the President and Inner Executive.
 2. Be a member of the Constitution and Policy committee.
 3. Actively seek a full complement of executive members and non-executive members for the May and September elections respectively.

- K. The System Coordinators shall:
1. Provide leadership for their respective systems. Whenever possible, one coordinator shall represent elementary and the other secondary teachers.
 2. Bring forward all issues of exclusive concern to teachers in their respective systems.
 3. Act as liaison between the Inner Executive, Executive and their respective systems.
 4. Prepare agendas and call and chair meetings of Assembly representatives in their systems.
 5. Chair all meetings of Executive members of their systems.
 6. Oversee election of LINC chairpersons in their respective systems, and oversee the ratification of LINC committee members according to STA Policy Section VII:C:3 and VII:D:3.
 7. Oversee ratification of representatives to system committees, and system specific committees in accord with STA Policy Section IX:A.

Article IX: Financial Matters

- A. The fiscal year shall be from August 1 to July 31 of the following year.
- B. Signing authority for all financial transactions of the STA shall be vested in the Administrative Vice-President and the President.
- C. The Administrative Vice-President, in accord with Article VIII:I, is responsible for the financial accounts of the STA.
- D. Fees collection will be done in accord with Article IV.
- E. An independent audited statement of accounts will be arranged by the Administrative Vice-President, in accord with Article VIII:I. This audited statement from the previous year shall be presented at the September Assembly.
- F. Authority for provision of release time for Executive members or STA committee members shall rest with the Inner Executive, and shall be in accordance with STA Policy Section VII.
- G. Authority for provision of remuneration for Executive or member expenses shall rest with the Administrative Vice-President.
- H. The STA Executive Expense committee shall determine the allocation of the Executive Expense Fund, and shall determine a formula for distribution of expense monies to Executive members. Prior to distribution, the committee chair will present the allocation determination and distribution formula to the assembly for ratification.
- I. Presidential Release Time
1. The President shall be granted 100% release time from classroom and/or other school responsibilities for the performance of STA duties. Such leave shall be negotiated by the President with the respective employing board. The President's salary shall be paid by the employing board, and the STA shall reimburse the board for the President's salary.
 2. The STA President's allowance shall be the greater of 10% of basic salary or the allowance the member would receive should they have remained in the position they occupied immediately prior to taking office, but not both.

Article X: Election to and Removal of Local Association Officers

A. Election of Executive and non-executive councilors

1. The election of Executive Members and non-executive STF councilors shall be in accordance with STF Bylaw 6.4.2 and STA Policy: V
2. Prior to the election of Executive Members, the Executive shall propose, for Assembly ratification, a committee to count ballots.
3. Nominations for Executive members shall be received at the STA office on the prescribed form, signed by one STA member in good standing, no later than 9:00 AM on the school day prior to the May Assembly meeting.
4. Nominations for non-executive councilors shall be received at the STA office on the prescribed form, signed by one STA member in good standing, no later than 9:00 a.m. on the school day prior to the September Assembly meeting.
5. Each nominee shall be allowed two minutes to address the Assembly.
6. Balloting shall be conducted under the direction of the current Executive Vice-President, to fill the vacant Executive seats, (total number of Councilors minus President, Past President, Executive Vice-President, Administrative Vice-President, LINC Chairpersons, and System Coordinators).
7. Each assembly member shall vote up to the complement of positions available.
8. Should an insufficient number of candidates be nominated, those candidates who are nominated shall be declared elected by acclamation. Nominations will then be taken from the floor to fill the remaining positions, and if necessary, be called for at future Assembly meetings.
9. When an Executive Member is transferred to a different school, the member will continue to function on the Executive. The school from which the member is transferred will elect a new Assembly Representative if necessary.
10. The STA supports any elected member to continue to hold their position if they take opportunity of a current early declaration initiative offered through their employing Board.

B. Election of Inner Executive

1. The election of the President, Administrative Vice-President, and Executive Vice-President shall be by ballot of the general membership, under the direction of the CEO, according to STA Policy:V.
2. Only STA members with full time contracts are eligible to be nominated for the position of President.
3. Only STA members on continuing contracts are eligible to be nominated for the position of Executive Vice-President and Administrative Vice-President.
4. The Past-President, though a member of the Executive and Inner Executive, does not run for office if he/she held the position of President in the previous year.

C. Vacancy of Office

1. Upon the resignation or removal of an Executive Member, the Executive Vice-President shall inform the Assembly of the circumstances surrounding the vacancy, shall at the discretion of the Executive call for nominations to fill the vacancy, and shall conduct the necessary balloting.
2. Vacancy of presidential office

- a. In the event of the resignation/removal of the President or the President elect prior to January 1st, the Past president shall become the acting President, until such time as a new President is elected. Should the Past President be unable to assume the position of Acting President, the Executive shall offer the position of Acting President to the following in order: executive Vice-President, Administrative Vice- President, a member of the executive.
 - b. Upon the resignation or removal of the President prior to January 1st, the CEO shall conduct the election of a new President. This election will take place within six weeks of the date of resignation/removal, or by September 30th in the event of a July or August resignation/removal.
 - c. Upon the resignation or removal from office of the President after January 1st, the Executive Vice President shall become the acting President for the remainder of the term.
 - d. In the event the Executive Vice-President is unable to assume the position of Acting President, the Executive shall offer the position of Acting President to the following in order: Administrative Vice-President, Past President, a member of the executive.
3. Upon the resignation/removal of the Executive Vice-president, the resulting vacancy will be assumed by a member of the executive, elected by the Executive.
 4. Upon the resignation/removal of the Administrative Vice-President, the resulting vacancy shall be assumed by a member of the Executive elected by the Executive.
 5. Upon the resignation/removal of the Past-President, the resulting vacancy will be assumed by a member of the executive, elected by the executive.
- D. Removal from office:
1. Removal from office for serious offences may occur for Inner Executive, Executive members, or Non-executive councilors who:
 - a. Subvert the goals of the STF or the STA.
 - b. Behave in a manner contrary to the STF Code of Ethics or STF Code of Collective Conduct.
 - c. Fail to carry out the duties of office.
 2. Removal from the executive or inner executive shall require a motion from the executive, and a vote of 80% of executive members. The removal must then be affirmed by majority vote at an Assembly meeting.

Article XI: Amendments to Constitution

- A. A Notice of Motion to amend this Constitution must be given orally, and written copies given to all representatives present, at a regular meeting of the Assembly of Representatives which precedes the meeting at which the vote will be taken.
- B. A vote to accept a Notice of Motion will be held at the meeting which the Notice of Motion is presented. A simple majority of those present is required to accept a Notice of Motion.
- C. Amendments to this Constitution require a 2/3 majority of those present at a regular meeting of the Assembly of Representatives.
- D. The STA Executive may make editorial changes to this constitution such as numbering changes, spelling/grammatical corrections, and name changes, provided such changes



clearly do not change the intent of the amended Article. A list of such changes will be brought to the Assembly for ratification each year.

Article XII: Dissolution of the STA

- A. The STA may be dissolved by a 80% vote of its membership.
- B. At least six weeks prior to a dissolution vote, the Administrative Vice-president shall present a financial report to the Assembly, and a plan for the distribution of the assets of the STA, and provisions for the transfer or storage of archival records and materials. Such a plan is subject to ratification by the Assembly.

PART II: POLICIES AND PROCEDURES
POLICY STATEMENT OF THE SASKATOON TEACHERS'
ASSOCIATION

Section I: Purpose

- A. The Policy Statement is designed to provide a framework and guide for the efficient operation of the STA.
- B. The Policy Statement should also provide continuity of operation of the STA from year to year despite personnel changes.
- C. This Policy statement shall guide the STA Executive Members in all their activities, duties and responsibilities.

Section II: Authorization

- A. The authorization for the creation of a Policy Statement is granted by Article VI:E of the STA Constitution.

Section III: Status

- A. This Policy Statement shall at all times conform to the stated purpose of the STA as defined in the Constitution.
- B. This Policy Statement, upon approval by the Assembly of Representatives, is the official policy of the STA.
- C. This Policy Statement shall be subject to review as necessary to ensure that it conforms to the needs of the STA.

Section IV: Amendment Procedures

- A. Amendments to this Policy Statement may be made by a majority of the necessary quorum at a regular meeting of the Assembly of Representatives.
- B. Notice of Motion to amend must be given orally and in writing at the Assembly meeting which precedes the meeting at which the vote is taken.

- C. The STA Executive may make editorial changes to the Policy Statement of the Saskatoon Teachers Association such as numbering changes, spelling/grammatical corrections, and name changes, provided such changes clearly do not change the intent of the amended Section. A list of such changes will be brought to the Assembly for ratification each year.

Section V: Elections and Balloting

- A. The Electoral Committee shall be in charge of all balloting involving the general membership of the STA, in accord with Article VII:E of the Constitution. All elections for President, Executive Vice-President, Administrative Vice-President, STA referenda, plebiscites, sanction, or LINC ratification votes are to be conducted by the Electoral committee. In the case of an STF vote, the Electoral committee shall provide the services required by the STF.
- B. Nomination Procedure:
1. Nominations for Inner Executive positions shall be received by the CEO, on the prescribed form, signed by 10 STA members of good standing, no later than 1:00 p.m. on the day of the April Assembly meeting.
 2. Each nominee will have the opportunity to address the Assembly at the April meeting for a maximum of four minutes. Each nominee is also allowed to submit a 300 word statement to be published on the STA website.
 3. No funds of the STA shall be spent in support of any candidate.
 4. Should insufficient number of candidates be nominated for a position on the Inner Executive, nominations to fill the position shall be called for at the May Assembly meeting. The Electoral Committee shall then be responsible for conducting an election by Assembly representatives at the May Assembly meeting.
 5. If no nominations are received by the adjournment of the May Assembly meeting, the Executive shall elect one of its members to fill the vacant position.
- C. The Electoral Committee shall ensure that an election kit is prepared for each school. This kit shall contain a copy of the election procedures, an adequate supply of proper ballots, and a return envelope. All ballots submitted to the general membership by the STA shall conform to STA policy; all ballots submitted to the STF shall comply with STF policies.
- D. The Electoral Committee shall ensure the election kit reaches the schools at least one full day before the date set for the election. Schools not receiving an election kit by that time should contact the CEO.
- E. The election of the President, Executive Vice-President, and Administrative Vice-President shall be by the general membership, and be held on the Tuesday and/or Wednesday and/or Thursday immediately prior to the May Assembly meeting.
- F. A poll shall be conducted for substitute teachers and teachers on leave who are members of the STA at the STA office during regular office hours.
- G. A poll for substitute teachers or teachers on leave who are members of the STA in the communities of Humboldt, Viscount and Biggar will be conducted by the Deputy Returning Officer of the respective schools during polling hours.
- H. All balloting shall be conducted in accordance with the following rules:

1. Balloting in each school is to be conducted under the supervision of the Deputy Returning Officer appointed for each school.
 2. Voting is to take place on the days appointed and between the hours of 8:00 a.m. and 4:00 p.m.
 3. The Deputy Returning Officer is authorized to conduct an advanced poll to ensure all eligible voters have the opportunity to vote.
 4. At 4:00 p.m., or earlier if all eligible have voted, the Deputy Returning Officer shall seal the ballots in the envelope provided.
 5. The Deputy Returning Officer shall then deliver, or cause to be delivered, the envelope to the Electoral Committee at the STF building no later than 5:00 p.m.
 6. In the communities of Humboldt, Viscount and Biggar, the Deputy Returning Officer for each school shall designate no fewer than 2 STA members of good standing to count the ballots. The Deputy Returning Officer shall then cause to be delivered by phone, fax or email the results to the Electoral Committee at the STF building no later than 5:00 p.m. The envelope containing the ballots shall then be sealed, signed by the counting committee, and posted or brought to the CEO as soon as is feasible.
- I. Collection of Ballots
1. Each candidate or candidate's representative shall be entitled to be present for the counting.
 2. Ballots will be counted by a quorum of the Electoral Committee.
 3. Special circumstances concerning the delivery of ballots must be reported to the CEO prior to 5:00 p.m.
- J. Ties
1. The STA holds only one ballot for a position.
 2. For all elected positions, a tie, or a vote difference of 15 or fewer will result in an immediate recount under the supervision of the CEO. In the event of a tie, the outcome will be decided by a toss of a coin by the CEO in the presence of the candidates, and the result shall be recorded officially as a one vote plurality for the winner.
 3. In all other votes a vote difference of 25 or fewer will result in an immediate recount under the supervision of the CEO. Should a tie be confirmed, the CEO must cast a negative vote.
- K. Destruction of Ballots
1. The CEO shall retain the ballots until they are ordered destroyed by a motion of the Assembly.
- L. Notification of Results
1. The Electoral Committee shall notify the candidates and each school's Deputy Returning Officer of the official results
 2. The President is responsible for notifying the media of election results
 3. Should an insufficient number of candidates be nominated for either executive or non-executive councilors, those who have let their names stand shall be declared elected by acclamation, and nominations to fill remaining vacancies shall be called for at future Assembly meetings.

Section VI: STA Assembly, Executive and Inner Executive Meetings

- A. Assembly meetings may be attended by any member of the STA.
- B. Assembly meetings shall be open to the news media unless the Assembly passes a motion to move in-camera. News media shall be seated in the visitor's gallery.
- C. When possible, committee reports should be presented to Assembly in written form, and chairpersons should deal only with highlights of the report orally. Written reports shall be attached to the official minutes.
- D. If a recorded vote is called for on a motion placed before Assembly, it shall be recorded by number only and not by name of the Representative, unless so requested by the Representative before the vote.
- E. All Executive meetings shall be attended by Executive members only, with the exception of guests attending by invitation of the STA President.
- F. All proceedings and minutes of Executive meetings are confidential, and recorded votes shall be only by number, unless and individual wishes his or her name recorded.
- G. All Inner Executive meetings are confidential and shall be attended by the Inner Executive, with the exception of guests attending by invitation of the Inner Executive.

Section VII: Release Time

- A. In order to carry out Executive responsibilities, an Executive Member may submit to the Inner Executive a request for release time from regular duties subject to the following conditions:
 - 1. The total number of release days used for such purposes shall not exceed twenty.
 - 2. That the use of substitute teachers is the reasonable course of action.
- B. The President shall be granted 100% release time in accordance with STA Constitution Article IX: I.

Section VIII: Presidential Leave of Absence

- A. Leave of Absence shall mean any leave from duties as defined by the employing Board of the President, and/or leaves approved by a motion of the Executive
- B. For Presidential leaves of less than six days, the Executive Vice-president shall assume the duties of President, and may request leave from his/her employing board. For Presidential leaves of six days or more, the Executive Vice-President shall request leave from his/her employing Board.
- C. In the event the Executive Vice-President is unable to assume the duties of the President when the President has a leave of absence, the Inner Executive shall name the Administrative Vice-president or the Past President as the Acting President

Section IX: Committees

- A. System Committees
 - 1. The System Coordinators shall be responsible for overseeing the election of their respective LINC chairpersons
 - 2. The Inner Executive, in consultation with the SPSD #13 System Coordinators, shall select committee chairpersons and/or representatives for:

- a. Professional Leave
- b. Board of Review
- c. Liaison Committee
- d. Travel Grant
- e. Harassment

The above committees shall operate in accordance with Appendix I: Section I of this Policy Statement. Any member of the STA, who is also employed by SPSD #13 may serve on these committees.

3. The SPRCSSD #20 System Coordinators shall be responsible for the election of committee chairpersons and/or representatives to:

- a. Professional Development
- b. Teacher Relations
- c. Yearly Standing Committees

Any member of the STA employed by SPRCSSD #20 may serve on these committees.

The above committees shall operate in accordance with Appendix I: Section II of this Policy Statement.

4. The System Coordinators shall ensure that system committee chairpersons report at system meetings.

5. The Inner Executive in consultation with System Coordinators shall liaise regularly with Central Office administrators to ensure system concerns are communicated.

B. Committees Encompassing Both Divisions

1. Chairpersons and committee members shall be appointed/elected in accordance with Constitution Article:VII and shall operate according to the following mandates.

2. The Electoral Committee shall operate according to Constitution Article VII:E and Policy Section V.

3. The Professional Development and Convention Committee shall:

- a. Coordinate and encourage activities within the STA designed to promote the professional growth of members.
- b. Identify teacher needs in professional development.
- c. Undertake sponsorship of seminars or workshops.
- d. Consult with the President to provide professional development to staffs.
- e. Be responsible for the planning and implementation of the annual Convention, and provide the President the opportunity to report to the general membership at said Convention
- f. Ensure Convention themes and programs are consistent with the purpose of the STA in accordance with Constitution Article II

4. The Internal Communications and Directory Committee shall:

- a. Assist when requested by the Executive or Inner Executive to establish or facilitate internal communications.
- b. Prepare a Directory and distribute the directory as soon as possible in each school year.
- c. The cost of the Directory shall be borne by the STA and shared proportionately by the boards of SPSD #13 and SPRCSSD #20.

5. The Political Involvement and Public Relations Committee shall:

- a. Initiate and participate in non-partisan political activity designed to secure quality education.
 - b. Not enter into organizational affiliations with any political party, nor shall the STA sponsor or support any candidate for public office.
 - c. Have all activities sanctioned by the STA Executive prior to implementation. All public information statements must be given by the President.
 - d. Will work closely with the President and chairpersons of appropriate committees to solicit and publish information that would enhance the professional image of teachers.
6. The Superannuation Committee shall:
 - a. Sponsor a function each year to honor STA superannuates.
 - b. Send complimentary tickets to all invited guests, and arrange for the sale of tickets to guests who wish to attend the superannuate function.
 7. The Constitution and Policy Committee shall:
 - a. Ensure that the Constitution and Policy Statement are kept current as amendments are passed by Assembly, or as new policy is approved by Assembly.
 - b. Regularly examine the Constitution and Policy Statement to recommend amendments for first Executive approval and then Assembly ratification.
 - c. Accept proposed amendments to the Constitution or Policy Statement from Assembly Representatives.
 8. The Resolutions Committee shall:
 - a. Establish a deadline date, and gather resolutions for submission to the STF Council from STA members and the Executive. Such resolutions are to be debated at Assembly, and if supported shall be submitted to the STF Council in the name of the STA. Resolutions received after the deadline date will be considered at the will of the Assembly by special motion for debate or voting. Resolutions of pressing urgency or that deal with matters that could not have reasonably been foreseen prior to the deadline should be directed to the Resolutions Committee, which after consultation with the Inner Executive, may include them for Assembly debate.
 - b. Return all resolutions failing to receive Assembly support to the teacher or teacher group.
 - c. When so directed by the Assembly, draft resolutions about issues or concerns.
 - d. Offer the support of the process outlined in a-d, but recognize teachers or teacher groups within the STA may wish to submit resolutions directly to the STF Council Resolutions in accordance with STF Bylaw 2.5.
 - e. Organize a forum prior to STF Spring Council, to be held at an Assembly meeting, for Assembly Representatives to discuss the resolutions published by the STF.
 9. The Courtesy Committee shall:
 - a. In conjunction with school representatives, the STA president, and Division personnel ensure that appropriate acknowledgement of a significant life event of an STA member occurs in a timely fashion.
 10. The Executive Expense Allowance Committee shall:
 - a. Determine the allocation of, and a formula for distribution of the Executive Expense Fund. Prior to distribution the chairperson shall present the allocation determination and distribution formula for Assembly ratification.

11. The World Teachers Day Committee shall:
 - a. Plan an appropriate recognition of World Teachers' Day on or around October 5th of each year.
12. The Substitute Teachers Committee shall:
 - a. Elect four representatives to Assembly each year in accordance with Article VI: B. Substitute teachers are also entitled to seek one position on the Executive
 - b. Represent the concerns of substitute teachers at Assembly meetings, to LINC and Liaison committees, and to the STA Executive.
13. The New Teachers' Services
 - a. To oversee the induction of new teachers to the STA.

Section X: Zones

- A. To facilitate internal communications, representatives and school staffs are divided into zones.
- B. Each zone shall have representatives and staffs from both systems.
- C. The Executive shall assign one councilor to each zone.
- D. Councilors shall inform teachers in their zones of STA and STF activities, and shall discuss concerns and issues in order to determine teacher opinion on these matters.
- E. Zone membership shall be determined by the Executive, and published in the STA Directory each year.
- F. Zone meetings for Representatives shall be held at Assembly meetings. Zone meetings for members may be called by the STA President.

Section XI: Non-interference with other employee groups

- A. STA members shall not participate as members of any unit employee bargaining committees within SPSD #13 or SPRCSSD #20 with the exception of the respective LINC committees.

Section XII: Recognition and Accountability of Executive and Non-Executive Councilors

- A. Councilors who attend the annual STF fall and spring councils are to receive one day in lieu for each council attended from their teaching duties. Reimbursement shall be made to the employing boards by the STA .

APPENDIX I: SYSTEM COMMITTEES

Section I: Committees of Saskatoon School Division #13

(hereinafter referred to as SPSD #13 of the STA)

I. Professional Leave Committee

- A. The Professional Leave Committee shall be established each year in accordance with and for the purposes outlined in the LINC agreement.
- B. Four members of this committee are appointed by the SPSD #13 Board, and four are ratified by the STA Assembly.
- C. The chairperson of the teacher committee shall be chosen by the inner executive.
- D. Other committee members are chosen by the chairperson from the general teaching body, ensuring equal representation of elementary and secondary levels.
- E. The joint committee chairperson is a Board representative.

II. Board of Review

- A. The Board of Review shall be established in accordance with and for the purposes outlined in the LINC agreement.
- B. Three members are appointed by the SPSD #13 Board, and three are ratified by the STA Assembly at the June meeting.
- C. The chairperson of the teacher committee is chosen by the inner executive.
- D. The joint committee chairperson shall alternate on an annual basis between a Board representative and a teacher representative.

III. Liaison Committee

- A. The committee is to address teacher concerns regarding working conditions and other issues not negotiated at the bargaining table
- B. The committee, ratified by the STA Assembly, consists of six member: the two System Coordinators as elected in accordance with Article VII.C.2 will act as chairpersons; other members are selected from the general membership ensuring equal representation of elementary and secondary levels.
- C. The committee shall:
 - a. Determine issues of concern to teachers
 - b. Place relevant issues on Liaison agendas for discussion
 - c. Present a summary of discussion and conclusions to the SPSD #13 Assembly representatives
 - d. Liaison and LINC chairpersons will communicate regularly
 - e. Hold meetings as required, a minimum of two per year.

IV. Travel Grant Committee

- A. The chairperson is chosen by the inner executive; other committee members are selected by the chairperson from the general membership and shall be ratified by the SPSD #13 Assembly Representative
- B. The committee shall:
 - a. Set criteria and priorities for the disbursement of funds
 - b. Make criteria and priorities known to the general membership
 - c. Review applications and allocate funds to successful applicants
 - d. Work in cooperation with Central Office Personnel

V. Harassment Committee

- A. The Harassment Committee will be selected by the inner executive in consultation with the system coordinators. Both genders shall have representation
- B. The committee will liaise with Central Office Personnel when a concern by an STA member is expressed.

Section II: Committees of St. Paul's Roman Catholic School Division #20

(hereafter referred to as the SPRCSSD #20 of the STA)

I. Grievance Procedure

- A. A "grievance" shall be defined as "any disagreement between the parties to a collective bargaining agreement with respect to the meaning or application of the collective bargaining agreement or any violation of the collective bargaining agreement" (Section 2 g of The Education Act).
- B. The Grievance Procedure is outlined in the current LINC agreement.
- C. In the event that a grievance committee is required the two teacher representatives shall be the two System Coordinators or in their absence two SPRCSSD #20 members of the STA Executive.

II. Professional Development Committees

As outlined in the current LINC agreement the Professional Development Committees are the Division Committee and the Teacher Committees.

- A. Division Committee
 - (1) Membership
 - Membership shall consist of three members appointed by the SPRCSSD #20 Board and three members elected by the SPRCSSD #20 Section Assembly Representatives. The Board shall also appoint a convening and reporting chairperson.

- (2) Duties and Responsibilities
 - (a) The Division Committee shall make recommendations to the Board regarding the selection of candidates and allocation of funds to recipients of educational leaves.
 - (b) The Division Committee shall submit to the Board and to the SPRCSSD #20 Section Assembly Representatives an annual report which shall be a summary of all professional development activities undertaken during the previous academic year as well as a financial statement. If possible, this report shall be presented at the final SPRCSSD #20 Section meeting of the current academic year.
 - (c) The teacher members of the Division Committee shall ensure that each school receives a written notice outlining procedures for application and selection criteria, no later than 3 months prior to the deadline for applications.
- B. Teacher Committees
 - (1) The Teacher Committees consist of the Elementary and High School Teachers' Committee, the Principals' Committee, the Vice/Assistant Principals' Committee and the Consultants/Coordinators Committee.
 - (2) The Chairpersons of the Teacher Committees shall be elected if possible from the SPRCSSD #20 Section Assembly Representatives.
 - (a) Chairpersons of the Teacher Committees shall select a committee for ratification by the SPRCSSD #20 Section Assembly of Representatives.
 - (b) These Committees shall establish priorities for the expenditure of funds for the next school year.
 - (c) The Chairpersons shall present these priorities in written form to the SPRCSSD #20 Section Assembly Representatives no later than the September meeting.
 - (d) The Chairpersons shall prepare a report to be presented at each SPRCSSD #20 Section meeting regarding the current status of funds remaining and activities funded.
 - (e) The Chairpersons shall prepare and have presented at the June Assembly meeting a written year-end report regarding the disbursement of funds during the current school year.
 - (3) The Teacher Committees shall review applications and approve funding for awards granted.

IV. Teacher Relations Committee

A positive and healthy relationship among all partners of the SPRCSSD #20 is integral to being "rooted" in a shared faith. Opportunity and openness to dialogue is a reflection of the commitment of employers and employees to each other as members of the same larger community.

Guidelines

1. A Teacher Relations Committee shall be established consisting of Board representatives and STA members to enhance the strong working relationship that exists between the



board of education and the school division teachers in a manner that accentuates the distinctive nature of Catholic education.

2. Board representation shall be appointed from the membership of Executive Council.
3. The STA shall appoint its representation from STA members employed in good standing by SPRCSSD #20.
4. Terms of Reference for this committee shall be developed and reviewed annually by the members currently serving on the committee.

Procedures

1. The STA shall generate its representation from the SPRCSSD #20 section of the assembly, encouraging a representation that reflects the diversity of the STA both in terms of assignments/role and membership demographics.
2. The Teachers Relations Committee will consist of a minimum of 8 members to a maximum of 12 members (a minimum of 2 members from SPRCSSD #20 Executive Council and 8 to 10 STA members with the total membership not to exceed 12).
3. The agenda is to be jointly developed and may include items dealing with LINC implementation, board requests for feedback on a variety of topics and initiatives, and other mutually agreed upon items.
4. The SPRCSSD #20 system Coordinator of the STA and the Superintendent of Human Resources have equal authority to call a meeting in communication and cooperation with each other. There will be a minimum of two meetings per year.
5. A summary report shall be developed annually outlining the discussions, decisions and actions of the committee to be presented to the respective parties (STA Catholic Section and Executive Council).
6. Dissolution of the committee is to be made through a joint agreement/decision.