



HANDBOOK

UPDATED APRIL 2024

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- BYLAWS
- POLICIES

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PART I AUTHORITY AND NAME OF THE LOCAL

1.1 Formation

In accordance with the Constitution and Bylaws of the Manitoba Teachers' Society (hereinafter referred to as "the Society"), the Constitution of the Society being The Manitoba Teachers' Society Act, and the Bylaws of the Society being the Bylaws authorized thereunder, and pursuant to the Charter granted by the Society to form a local of the Society, the Seine River Teachers' Association of the Manitoba Teachers' Society was formed and has adopted this Local Constitution, which became effective on the date it was approved by the Provincial Executive.

1.2 Name

The name of this Local shall be the Seine River Teachers' Association of the Manitoba Teachers' Society (hereinafter referred to as "the Local").

1.3 Local Authority

The Local is permitted to: carry on the work of the Society; enact this Constitution and enact Bylaws for the Local subject to the approval of the Provincial Executive; elect or appoint a Council and elect an Executive in accordance with the Constitution and Bylaws of the Local; elect or appoint Delegates to the Provincial Council; and adopt Policies for the Local without the approval of the Provincial Executive, where those Policies are of a purely Local nature.

PART II OBJECTS OF THE LOCAL

2.1 Objects of the Local

The objects of the Local are determined by the Constitution and Bylaws of the Society, and the Charter granted by the Society to form the Local, and include the following:

- (a) carrying out the mission, goals and objects of the Society;
- (b) bargaining collectively on behalf of Members;
- (c) ensuring effective communications between the Society and Members;
- (d) providing mechanisms for Members to be effectively represented by the Society; and
- (e) supporting professional growth opportunities for Members.

2.2 Additional Objects

Additional objects of the Local not inconsistent with the Constitution and Bylaws of the Society may be established pursuant to the Bylaws of the Local.

PART III DEFINITIONS AND INTERPRETATION

3.1 Definitions

For the purpose of the Constitution, Bylaws, and Policies of the Local, unless the context requires otherwise, or a separate definition is provided, terms when capitalized shall have the same meanings as in the Constitution, Bylaws and Policies of the Society, and grammatical variations of such terms shall have corresponding meanings. The following terms when capitalized shall have the meanings set out below, and grammatical variations of such terms shall have corresponding meanings:

- (a) "Agreement with the Employer" shall mean a Form of Agreement with the Employer as provided for in *The Public Schools Act* and regulations passed thereunder;
- (b) "Employer" shall mean the Seine River School Division;
- (c) "Local" shall mean the Seine River Teachers' Association of the Manitoba Teachers' Society;
- (d) "Member" shall mean a Member of the Local;
- (e) "Membership Meetings" shall mean meetings of the Members of the Local duly called in accordance with the Constitution and Bylaws of the Local;
- (f) "Political Processes" shall mean the process of nominating a Member to run in an election for a position on the Executive, running for a position on the Executive, voting in elections for the Executive, voting on removal of a Member on the Executive from office or signing a related petition, voting or appointing a Member to a position on Council, seeking to be elected or appointed to a position on Council, voting on removal of a Member from Council or signing a related petition, seeking election or appointment to a Standing Committee, or seeking to be a Delegate on Provincial Council for the Local, but does not include participating in a vote to ratify a collective agreement, or voting on any other business affecting the Local;
- (g) "Provincial Council" shall mean the Provincial Council of the Manitoba Teachers' Society;
- (h) "Provincial Executive" shall mean the Provincial Executive of the Manitoba Teachers' Society;



- (i) "Society" shall mean the Manitoba Teachers' Society; and
- (j) "Standing Committee" shall mean such Standing Committees established by the Local pursuant to the Bylaws of the Local.

3.2 Inconsistencies

Where any provision of the Constitution, Bylaws or Policies of the Local is inconsistent with the Constitution, Bylaws, or Policies of the Society, the provision of the Constitution, Bylaws or Policies of the Local is automatically void and of no force and effect to the extent of the inconsistency.

3.3 Article and Section Headings

The article and section headings in the Constitution, Bylaws, and Policies of the Local are for reference purposes only and shall not affect the meaning or interpretation of the Constitution, Bylaws, and Policies.

3.4 Syntax and Meaning

Words importing the singular number only shall include the plural as the context may require. Where the feminine or masculine or neutral is used, the word or words shall be interpreted to include the masculine or feminine or neutral as the context may require. Words importing persons shall include firms, governments, and corporations as the context requires. These principles shall apply to the Constitution, Bylaws, and Policies of the Local.

PART IV MEMBERSHIP, RIGHTS AND OBLIGATIONS OF MEMBERSHIP

4.1 Membership in the Local

"Active members in good standing" and "associate members in good standing" with the Society as defined in the Constitution and Bylaws of the Society who are employed by the Employer under an Agreement with the Employer for the School Year or a portion thereof shall be Members of the Local.

4.2 Membership Fees

Members shall pay Required Membership Fees to the Society and the Local.

4.3 Obligations of Membership

Members have such other obligations contained in the Constitution and Bylaws of the Society, and any further obligations contained in the Constitution and Bylaws of the Local.

4.4 Participation in Political Process

Where a Member, in addition to being employed by the Employer, is also employed by a school division, school district, First Nation or First Nation Education Authority other than the Employer, and is by virtue of that employment a member of one or more other locals of the Manitoba Teachers' Society, that Member is only entitled to participate in the Political Processes of one local.

- (a) Such a Member must declare, in accordance with the procedures set by the Society, the name of all other locals of the Manitoba Teachers' Society to which the Member is also a member, and must declare one local in which the Member chooses to participate in Political Processes. Such a declaration is binding on the Member for the duration of the School Year.
- (b) Such a Member who declares the choice to participate in the Political Processes of another local of the Society, or who fails to declare a choice to participate in the Political Processes of this Local in accordance with the procedures set out in the Bylaws of the Local, is not entitled to participate in the Political Processes of this Local, for the duration of the School Year, but such Member maintains other Member rights as provided for in the Constitution and Bylaws of the Local.

4.5 Authority of Members

Subject to article 4.4, Members, duly assembled in a Membership Meeting properly called in accordance with the Bylaws of the Local, are the highest authority for deciding the policies and affairs of the Local.

4.6 Voting on Local Business

Subject to article 4.4, and where it is not feasible to hold a Membership Meeting to conduct a vote, Members may vote on Local business outside of Membership Meetings in accordance with any procedures set out in the Bylaws, provided that adequate information is provided to all Members in advance.

4.7 Rights of Membership

Members enjoy the rights contained in the Constitution and Bylaws of the Society, and the rights contained in the Constitution and Bylaws of the Local.

4.8 Membership in Good Standing

A Member who does not maintain Membership in good standing by ceasing to pay Required Membership Fees to the Society and the Local at any period of time, including but not limited to a leave of absence, shall cease to enjoy the rights of Membership under the Constitution and Bylaws of the Local during the period of time that Required Membership Fees are not paid. This includes, but is not limited to, cessation of the right to participate in Political Processes of the Local during any period of time where Required Membership Fees are unpaid. A Member has the onus to ensure that Required Membership Fees are paid to the Society and the Local in order to maintain rights of Membership, including, but not limited to making arrangements for payment of Required Membership Fees during a leave of absence.

4.9 Cessation of Membership

Membership in the Local ceases if:

- (a) a Member ceases to be employed by the Employer or does not sign an Agreement with the Employer for the School Year, except that where proceedings are brought to challenge the justness of a Member's termination by the Employer, Membership continues pending the outcome of the proceedings;
- (b) a Member has voluntarily terminated membership in the Society or elected not to be a member of the Society;
- (c) a Member has membership suspended or terminated by the Society in accordance with the Society's Constitution or Bylaws.

PART V RELATIONSHIP BETWEEN THE SOCIETY AND THE LOCAL

5.1 Charter

The Local was established by Charter granted by the Society, and is bound by the Constitution and Bylaws of the Society.

5.2 Delegates to Provincial Council

The Local shall appoint or elect its Delegates to the Provincial Council in accordance with the procedures set out in the Bylaws of the Local.

PART VI REQUIRED MEMBERSHIP FEES

6.1 Society and Local Fees

Members must pay Required Membership Fees to the Society as determined by the Society, and must pay Required Membership Fees to the Local as determined by the Local in accordance with the Bylaws of the Local.

6.2 Deduction of Fees

Required Membership Fees may be deducted at source in a manner agreed upon by the Local and the Employer, subject to the Constitution and Bylaws of the Society regarding payment of Required Membership Fees directly to the Society.

PART VII COUNCIL OF THE LOCAL

7.1 Establishment of Council

There shall be a Council of the Local whose Membership shall consist of the Members of the Executive of the Local and Council Representatives elected or appointed from the electoral units of the Local, as such units are defined in the Bylaws of the Local.

7.2 Powers and Responsibilities of Council

Council shall be responsible to oversee the affairs and determine the Policy of the Local, subject to direction from Members obtained in accordance with Articles 4.5 and 4.6, and subject to the Constitution and Bylaws of the Local and the Society. Without limiting the generality of the foregoing, Council shall have the power to interpret the Constitution and Bylaws of the Local, to adopt a budget for the Local and to set Required Membership Fees subject to any requirement for approval by Members as set out in the Bylaws of the Local, to appropriate money, and to appoint Standing Committees or *ad hoc* committees of the Local.

7.3 Meetings of Council

Council shall conduct its business at Meetings of Council duly called in accordance with the Bylaws of the Local, or by any other means authorized by the Bylaws of the Local.

7.4 Delegation of Powers

Council is authorized to delegate any of its powers to the Executive, or to one or more Members of the Executive or Council Representatives, as it sees fit. Council is authorized to approve the hiring of staff to assist in carrying out the affairs of the Local, and to supervise and direct the work of any such staff or delegate such duties.

7.5 Member Eligibility

Subject to any limitations on Membership rights set out in the Constitution and Bylaws of the Society and the Constitution and Bylaws of the Local, and subject to any limits on consecutive terms contained in the Bylaws of the Local, any Member of the Local is eligible to sit on Council as a Council Representative. The term of a Council Representative shall be defined in the Bylaws of the Local.

7.6 Responsibilities of Council Representatives

Council Representatives are the official representatives of their electoral unit on Council in all matters pertaining to the affairs of the Local. Council Representatives are responsible to: communicate the wishes of Members in their electoral unit to Council; report on the activities of the Local to Members in their electoral unit; encourage participation by Members in the activities of the Local; and other such duties as determined by Council or as stated in the Bylaws of the Local.

7.7 Actions by Council Representatives

Council representatives shall act in the best interests of the Local, shall declare any actual or possible conflicts of interest, and shall use their best efforts to perform duties assigned under the Constitution, Bylaws and Policies of the Local.

7.8 Disclosures

Any Council Representative who reasonably believes that business of the Local is being conducted contrary to the Constitution, Bylaws or Policies of the Local, or that another Member of the Local is acting contrary to the Constitution, Bylaws or Policies of the Local, shall disclose the concern to either the Council or the Executive, which shall conduct such investigation and take such action as appropriate. A Council Representative making such disclosure shall not be subject to repercussions.

7.9 Term of Office

Council Representatives shall serve their term unless removed from office or a vacancy occurs in accordance with the Constitution and Bylaws of the Local.

7.10 Filling of Vacancies

Vacancies on Council Representative positions, as defined in the Bylaws of the Local, may be filled in accordance with the Bylaws of the Local.

7.11 Actions of Council Regarding Vacancies

Council is empowered to act notwithstanding any vacancy on Council. Decisions of Council are not invalid by virtue of an irregularity in the election or appointment of and Member of Council.

PART VIII EXECUTIVE OF THE LOCAL

8.1 Establishment of the Executive

There shall be an Executive of the Local whose Membership shall consist of those positions required by this Constitution, and such other positions as determined in the Bylaws of the Local.

8.2 Powers and Responsibilities of the Executive

The Executive shall be responsible to carry out the affairs of the Local between Council Meetings, subject to direction from Members obtained in accordance with Articles 4.5 and 4.6, subject to direction from Council obtained in accordance with article 7.3, and subject to the Constitution and Bylaws of the Local and the Society.

8.3 Actions by Executive Members

Each Member of the Executive shall act in the best interests of the Local, shall declare any actual or possible conflicts of interest, and shall use their best efforts to perform duties assigned under the Constitution, Bylaws and Policies of the Local.

8.4 Disclosures

Any Member of the Executive who reasonably believes that business of the Local is being conducted contrary to the Constitution, Bylaws or Policies of the Local, or that another Member of the Local is acting contrary to the Constitution, Bylaws or Policies of the Local, shall disclose the concern to the Council or the Executive, which shall conduct such investigation and take such action as appropriate. A Member making such disclosure shall not be subject to repercussions.

8.5 Meetings of the Executive

The Executive shall conduct its business at meetings of the Executive duly called in accordance with the Bylaws of the Local, or by other means authorized by the Bylaws of the Local.

8.6 Delegation of Powers

The Executive is authorized to delegate any of its powers to one or more Members of the Executive, as it sees fit. The Executive is authorized to approve the hiring of staff to assist in carrying out the affairs of the Local and to supervise and direct the work of any such staff.

8.7 Actions of the Executive Regarding Vacancies

The Executive is empowered to act notwithstanding any vacancy on the Executive. Decisions of the Executive are not invalid by virtue of an irregularity in the election or appointment of any Member of the Executive.

8.8 Member Eligibility

Subject to any limitations on Membership rights set out in the Constitution and Bylaws of the Society and the Constitution and Bylaws of the Local, and subject to any limits on consecutive terms contained in the Bylaws of the Local, any Member of the Local is eligible to sit on the Executive.

8.9 Composition of the Executive

With the exception of a Past President, if such a position is provided for in the Bylaws of the Local, Members of the Executive shall be elected by and from Members of the Local who are eligible to participate in the Political Processes of the Local pursuant to article 4.4, for a one year term or such longer term set out in the Bylaws of the Local, in accordance with procedures in the Bylaws of the Local.

8.10 Executive Positions

The Members of the Executive must include the following positions:

- (a) A President of the Local, who shall be the representative and official spokesperson for the Local in its affairs, and shall perform such duties as may be assigned by the Executive and the Bylaws and Policies of the Local;
- (b) One or more Local Officers responsible for:
 - a. assuming the duties of the President in the absence of the President, as delegated by the Executive;

- b. ensuring that minutes are kept of all meetings provided for in the Constitution or Bylaws of the Local, and preservation of records of the Local other than financial records, which minutes and records belong to the Local;
- c. overseeing the financial affairs of the Local, and the preservation of the financial records of the Local, which financial records belong to the Local; and

(c) Any such other Members of the Executive as established in the Bylaws of the Local.

8.11 Duties of Executive Members

Duties of the Members of the Executive shall be contained in the Bylaws of the Local.

8.12 Terms of Office

All Members of the Executive shall serve their terms unless removed from office, or a vacancy otherwise occurs as defined in the Bylaws of the Local.

8.13 Filling of Vacancies

Unless an election is called in accordance with the Article 9.3 of this Constitution, vacancies on the Executive may be filled in accordance with the Bylaws of the Local.

PART IX ELECTIONS OF MEMBERS OF THE EXECUTIVE

9.1 Chief Electoral Officer

The General Secretary of the Society, or designate, is the Chief Electoral Officer of the Local and has the authority to oversee the conduct of elections to the Executive, and to resolve disputes about such elections.

9.2 Local Electoral Officer

There shall be a Local Electoral Officer or Local Elections Committee established in accordance with the Bylaws of the Local which has the authority to conduct the elections to the Executive, in accordance with the Bylaws and Policies of the Local, and subject to the direction of the Chief Electoral Officer. A Member seeking election to the Executive shall not be eligible to be the Local Electoral Officer or a member of the Local Elections Committee.

9.3 Calling of Elections

The Chief Electoral Officer has the discretion to call an election should a vacancy occur in any position on the Executive, at any time during the term of that position, and may determine the rules applicable to such an election.

PART X STANDING COMMITTEES

10.1 Establishment of Committees

There shall be such Standing Committees and any other *ad hoc* committees that the Executive determines are required to carry out the work of the Local, in accordance with the Bylaws of the Local.

10.2 Workplace Safety and Health Representatives

The Local shall appoint Workplace Safety and Health Representatives and worker members of any and all Workplace Safety and Health Committees required by *The Workplace Safety and Health Act* in accordance with the procedures in the Bylaws of the Local.

PART XI REMOVAL FROM OFFICE

11.1 Grounds for Removal from the Executive

A Member of the Executive may be removed from office pursuant to this article on the basis that there are reasonable grounds to believe that the Member is unwilling or unable to act in the best interests of the Local and its Members, and the business interests of the Local would be compromised by the Member continuing to serve the Member's term.

11.2 Meeting to Consider Removal from the Executive

A Meeting to consider a Member of the Executive's removal from office may be called by the General Secretary of the Society upon receipt of a written request signed by either:

- (a) the number of Members of the Local required for quorum for a Membership Meeting, as set out in the Bylaws of the Local, which must include members who work in more than one school or worksite, or
- (b) two-thirds (2/3) of Members of the Council; or
- (c) two-thirds (2/3) of Members of the Executive,

which written request must identify the Member whose removal is sought and provide reasons for the requested removal.

11.3 Procedure to Consider Removal from the Executive

Upon receipt of a written request, and being satisfied that the request has the requisite support pursuant to article 11.2, and that the requirement that there are reasonable grounds for removal pursuant to article 11.1 is met on a *prima facie* basis, the General Secretary or designate shall do as follows:

- (a) Where the written request is made pursuant to article 11.2(a), schedule a Membership Meeting; where the written notice is made pursuant to article 11.2(b), schedule a Council Meeting; or where the written notice is made pursuant article 11.2(c), schedule an Executive Meeting, such meeting to be scheduled within five (5) working days;
- (b) Provide written notice of the meeting to the Member whose removal from office is sought, and ensure that notice of the meeting is provided in accordance with the Bylaws of the Local;
- (c) Act as chairperson of the meeting where the following process occurs:
 - a. a representative of those seeking the Member's removal presents reasons in support of a motion that the Member ought to be removed from office;
 - b. the Member whose removal is sought is provided an opportunity to fully respond; and
 - c. a vote is conducted by secret ballot.

11.4 Voting Requirements for Removal from the Executive

A vote to remove the Member from the Executive requires the support of either two-thirds (2/3) of the Local's Members present at the Membership Meeting (which requires quorum), or two-thirds (2/3) of the Members of Council present at the Council meeting (which requires quorum), or two-thirds (2/3) of the Members of the Executive present at the Executive Meeting (which requires quorum.)

11.5 Appeal of Decision to Remove from the Executive

A Member who has been removed from office may appeal the decision to the Provincial Executive, by providing a written request to the General Secretary and the President of the Local, or another Member of the Executive if the President is the Member being removed from office, within five (5) working days from the date of the vote to remove the Member from office.

11.6 Procedure of Appeal

An appeal to the Provincial Executive will be scheduled to be heard at its next regularly scheduled meeting. Provincial Executive shall determine the procedure for the appeal. The issue on appeal is whether the standard required for removal in article 11.1 has been met. The Provincial Executive shall issue a decision and shall confirm the Member's removal, or confirm the Member's reinstatement to office accordingly. The decision of the Provincial Executive shall be final and binding on the Local and the Member in question.

PART XII LOCAL FINANCES

12.1 Fiscal Year

The Fiscal Year of the Local shall be the same as that of the Society.

12.2 Administration of Assets and Funds

The Local shall administer and invest the Local's assets and reserve fund in accordance with the objects of the Society and the Local, the Society's financial and operational policy guidelines, and the Bylaws of the Local.

12.3 Day-to-Day Administration

The Executive shall be responsible for the day-to-day administration and investment of the Local's assets and shall ensure that the Local's assets are protected and used to carry out the mission, goals, and objects of the Society.

12.4 Preparation of Annual Budget

The Executive shall prepare an annual budget for the Local and shall obtain approval for the annual budget by either Members or Council in accordance with the procedure set out in the Bylaws of the Local. The Executive shall be responsible to ensure that the proposed budget complies with the Society's Bylaws and Policies, and the Bylaws and Policies of the Local.

12.5 Adherence to Annual Budget

The Executive shall ensure that the Budget, once approved, is followed, in accordance with the Bylaws of the Local.

12.6 Annual Audit of Financial Records

The Local shall retain a qualified external auditor at the end of each Fiscal Year to annually undertake an independent financial audit or review of the Local's financial records and shall submit a copy of the audit to the Society within thirty (30) days of its receipt from the auditor.

PART XIII AMENDMENTS TO THE CONSTITUTION AND ENACTMENT OF BYLAWS

13.1 Proposed Amendments

Amendments to this Local Constitution or Bylaws may be proposed by any Member of the Local, in accordance with the procedures in the Bylaws of the Local.

13.2 Approval of Amendments

Amendments to this Local Constitution or Bylaws must be approved by either a vote of two-thirds (2/3) of Members present at a duly convened Membership Meeting, or a vote of two-thirds (2/3) of Members of Council present at a duly convened Council Meeting, in accordance with the Bylaws of the Local.

13.3 Forwarding Approved Amendments to the Society

Within ten (10) days of approval, a copy of the amended Constitution and/or Bylaws of the Local must be provided to the General Secretary of the Society.

13.4 Effective Date

An amendment to the Constitution or Bylaws of the Local takes effect on the date the Provincial Executive approves the amendment.

PART XIV ENACTMENT OF LOCAL POLICIES

14.1 Establishment of Local Policies

The Local is authorized to establish Policies with respect to matters of a purely local nature, which are not subject to approval by the Provincial Executive. A decision of the Provincial Executive as to whether a matter is of a purely local nature is final and binding on the Local and all Members unless altered by Provincial Council.

14.2 Approval of Policies

Policies for the Local may be approved in accordance with the Bylaws of the Local.

FOREWARD

The following bylaws and policies shall provide members of the Seine River Teachers' Association with a guide to the Local's current practices.

BYLAW I

GENERAL

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- 10.3 Chairpersons and Ex-Officio Members
- 10.4 Local Bargaining Table Team
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- 10.6 Liaison Committees
- 10.7 Joint SRTA/SRSD Committees
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PART XI FINANCES

- 11.1 Financial Audits and Reviews
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- 12.1 Local Constitution and Bylaw
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- 13.1 Delegates to Provincial Bargaining
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- 13.4 Selection Process
- 13.5 Terms of Service
- 13.6 Vacancies
- 13.7 Selection of a New Local Bargaining
Representative

PART I OBJECTS

1.1 Objects of the Local

Objects of the Local in addition to those set out in the Constitution of the Local are as follows:

- a) to promote a professional and collegial spirit among its Members; and
- b) to exercise all such powers as may be within its competence in order to achieve and protect terms and conditions of employment which are consistent with the requirements of teachers as a professional group.

PART II MEMBERSHIP

2.1 Rights of Membership

All Members, regardless of eligibility to participate in Political Processes of the Local pursuant to article 4.4 of the Constitution of the Local, have the following rights:

- a) to attend Membership, Executive, and Council meetings, with the exception of any part declared to be in-camera; and
- b) to participate in a ratification vote.

2.2 Participation in Political Process

Members who are eligible to participate in Political Processes of the Local, pursuant to article 4.4 of the Constitution of the Local, have the following rights:

- a) to seek election to the Executive and Council, seek election or appointment to any Committees of the Local, and seek to be a Delegate to Provincial Council;
- b) to nominate other Members to run for a position on the Executive, Council, or Provincial Council; and
- c) to vote in any elections conducted by the Local.

PART III MANITOBA TEACHERS' SOCIETY ANNUAL GENERAL MEETING OF PROVINCIAL COUNCIL

3.1 Number of Delegates

The number of Local delegates to the Manitoba Teachers' Society Annual General Meeting of Provincial Council (hereinafter referred to as "Provincial Council") is determined by the Society.

3.2 Resolutions Committee

- a) The Resolutions Committee will be established by the Executive on an annual basis and shall meet to discuss and propose resolutions to the Provincial Council.
- b) The Chairperson of the Resolutions Committee will be appointed by the Executive on an annual basis, at the first Regular Executive meeting of the school year.
- c) The Chairperson of the Resolutions and Governance Committee shall:
 - i. be knowledgeable of all aspects of the Society handbook;
 - ii. keep abreast of events happening in Manitoba that affect members of the Society; and
 - iii. form a resolution(s) to present at Provincial Council, whenever possible.
- d) Any proposed resolution to Provincial Council which conflicts with Local policy shall not be considered.
- e) Any proposed resolution to Provincial Council shall be presented to Council in December and approved by majority vote at the subsequent Council Meeting.

3.3 Provincial Executive Candidates

- a) A Member that seeks Local endorsement of nomination for President, Vice-President, or Member-at-Large on the Provincial Executive of the Society shall submit a written request for endorsement to the Resolutions Committee Chair no later than January 31st.
- b) The Resolutions Committee Chair shall verify that the Member is eligible to participate in the Political Processes of the Local, and upon verification, shall move, or cause to be moved, a motion of endorsement at the Council Meeting immediately following receipt of the Member's intention to run.

3.4 Selection Priority

The Council shall select the Local's Delegates to Provincial Council, in the following order:

- a) Officers, as defined in article 8.10(b) of the Local Constitution;
- b) Resolutions Committee Chairperson, if the Local is presenting a resolution at Provincial Council, and the Chairperson is a Member in Good Standing;
- c) those whom the Local has endorsed in an election for Provincial Executive or other elected position whereby elections occur at Provincial Council;
- d) current Standing Committee chairpersons;
- e) current Council Representatives;
- f) Members of Local Committees; and
- g) other Members entitled to participate in the Political Processes of the Local who are willing to be Delegates.

3.5 Selection Process

Once Members of the Executive have indicated their intention to be a Local Delegate to Provincial Council, notice will be given to Council to select the remainder of the Local's Delegates. At a Council Meeting, names of Council Representatives will be solicited. If more names than Delegate positions exist, the Council shall elect the Local Delegates.

3.6 Unfilled Delegate Positions

If Local Delegate positions remain unfilled the President shall select first from Local Committees, then from Members entitled to participate in the Political Processes of the Local who are willing to be Delegates, in consultation with Officers.

PART IV MEMBERSHIP MEETINGS

4.1 Membership Meeting

Membership Meetings shall be called by:

- a) the authority of the President;
- b) the President as instructed by the Executive; or
- c) the President as instructed by Council.

Members shall be given at least seven (7) Days' notice of General Membership Meetings.

4.2 Special Membership Meeting

Special Membership Meetings shall be called by:

- a) the authority of the President;
- b) the President as instructed by the Executive;
- c) the President as instructed by Council;
- d) the Provincial Executive or General Secretary of the Society; or
- e) the President or Executive, on receipt of a written request, which written request states the reason for the meeting and is supported by at least forty (40) signatures of Members entitled to participate in the Political Process of the Local.

Subject to article 4.3 of these Bylaws, the Membership must receive a minimum of seven (7) Days' notice of a Special Membership Meeting, and a Meeting called pursuant to article 4.2(e) of these Bylaws shall be scheduled within seven (7) to fourteen (14) Days following the Day on which the written request is submitted to the President or Executive. The General Secretary of the Society shall be provided with an electronic copy of all written notices of Special Membership Meetings, as soon as possible.

The agenda for a Special Membership Meeting shall be limited to the business for which it was called.

4.3 Urgent Circumstances

A Special Membership Meeting may be called with less than seven (7) Days' notice in urgent circumstances, in which case the Special Membership Meeting shall be scheduled with as much notice to the Membership and General Secretary as is reasonably possible.

4.4 Quorum at Membership Meetings

The quorum for Membership Meetings shall be thirty-five (35) Members entitled to participate in the Political Processes of the Local. If quorum for a Membership Meeting is not met, the Membership Meeting may continue on an informational basis but no votes on business matters shall be conducted.

4.5 Voting at Membership Meetings

Apart from article 11 of the Constitution and article 13 of the Constitution, which require a two-thirds (2/3) vote of Members entitled to participate in the Political Processes of the Local, business at a Membership Meeting shall be conducted by a majority vote of the Members present and entitled to vote pursuant to part 2 of these bylaws. Proxy voting shall not be permitted.

4.6 Canvassing the Membership by Alternate Means

- a) Any proposed change in Benefits coverage carried by motion at a Council Meeting shall be presented to the entire Membership for approval by way of a secure electronic or paper ballot vote.
- b) A vote in accordance with article 4.6(a) shall be done in accordance with the following process:
 - i. Written information regarding the proposed Benefits coverage change shall be distributed to all Members, at least thirty (30) days before the vote will take place; and
 - ii. A secure electronic or paper ballot vote shall be held after having provided at least seven (7) Days' notice of the vote to the Members.

PART V LOCAL COUNCIL

5.1 Council Composition

Council shall be composed of Executive Members and the Council Representatives elected from each electoral unit.

5.2 Council Alternates

An Alternate shall assume the duties of the Council Representative in the absence of that Council Representative.

5.3 Electoral Units

Each workplace constitutes an electoral unit. Substitute Teachers also constitute an electoral unit. Clinicians, consultants, and directors that are employed under a Teacher contract shall constitute the Division Office electoral unit.

5.4 Number of Council Representatives

- a) The number of Council Representatives from each workplace shall be determined according to the following table:

Number of Members	Representatives	Alternates
1-25	1	1
26-50	2	2
50+	3	3

- b) Where a Member works out of more than one workplace, the Member shall only belong to one electoral unit. The Member shall be assigned to the workplace of the Member's choice.
- c) One (1) Council Representative and one (1) Alternate shall be elected from the electoral unit of Substitute Teachers
- d) One (1) Council Representative and one (1) Alternate shall be elected from the electoral unit of Division Office.

5.5 Election of Representatives and Alternates

Council Representatives and Alternates shall be elected on or before the third Day of the Fall term by the Members of their respective workplaces for a one (1) Year term.

5.6 Council Representative Term of Office

Council Representatives shall take office on the third Day of the Fall term.

5.7 Duties of Council Representatives

Council Representatives shall:

- a) attend Council Meetings and arrange for an Alternate if required;
- b) inform the Members in their electoral unit of the business of the Local, and bring Members' concerns to the attention of Council;
- c) encourage workplace representation on the Committees of the Local; and
- d) assume responsibility for any surveys or other business as required by Council.

5.8 Vacancies on Council

A vacancy on the Council shall occur in any of the following circumstances:

- a) the resignation or retirement of a Member of the Council;
- b) the Member of the Council being unable to act; or
- c) the removal from office of a Member of the Council, pursuant to Article 7.7 of the Constitution of the Local.

A vacancy on the Council shall be filled:

- a) by the Alternate from the electoral unit in which the vacancy has occurred; or
- b) if the Alternate is not available or willing to fill the vacancy, the electoral unit in which the vacancy has occurred shall elect or appoint a replacement Council Representative as soon as reasonably possible.

5.9 Regular Council Meetings

The Council shall meet no fewer than five (5) times in any one school year by:

- a) the authority of the President; or
- b) the President as instructed by the Executive.

Members of the Council shall be given at least seven (7) Days' notice of Council Meetings.

5.10 Special Council Meetings

Special Council Meetings may be called by:

- a) the authority of the President;
- b) the President as instructed by the Executive; or
- c) any Member of the Executive, if a request in writing is submitted to the President or the Executive, which request states the reason for the meeting and is supported by at least fifteen (15) signatures of Members of the Council.

Special Council Meetings shall be scheduled upon as much notice to the Members of the Council as is reasonably possible. The agenda for a Special Council Meeting shall be limited to the business for which it was called.

5.11 Canvassing Council by Alternate Means

- a) In between Council Meetings, the Council may hold a vote through email or other secure electronic means when an emergent issue arises, whereby calling a special Council Meeting would be neither practical or feasible, with the exception of matters dealing with parts XI and XIII of the Constitution.
- b) A vote of this nature shall be initiated by the authority of the President and be distributed to all Council Representatives and Executive Members.
- c) The email or electronic notification shall state a deadline for responses of at least five (5) Days, whereby each Council Representative or Executive Member shall register their vote by email or by other electronic means.
- d) A vote conducted pursuant to this article shall be determined by a majority of votes cast.
- e) The business for which the vote was called shall be made official by motion at the subsequent Council Meeting and would follow procedures as per article 5.13 of the Bylaws of the Local.
- f) The vote is subject to the right of any Member of the Executive to request a Special Council Meeting, which would instead be convened in accordance with article 5.10 of the Bylaws of the Local.

5.12 Quorum at Council Meetings

The quorum for Council Meetings shall be fifty percent (50%) of the Members of the Council. If quorum for a Council Meeting is not met, the Council Meeting may continue, but no votes on business matters shall be conducted.

5.13 Voting at Council Meetings

Each Member of the Council shall have one vote and business shall be decided by a majority vote of the Members of the Council present at the Council Meeting, with the exception of motions related to Parts XI and XIII of the Local Constitution. Proxy voting shall not be permitted.

5.14 Open Council Meetings

Council Meetings are open to Members to attend and observe, other than any portions that the Council determines will be held in-camera.

5.15 Council Meeting In-Camera

Council may hold portions of a Council Meeting in-camera that concern:

- a) labour contract discussions, labour management relations, or personnel issues;
- b) financial matters where negotiations with a third party are involved;
- c) matters involving building or personal security where disclosure could reasonably be expected to seriously compromise Society personnel or assets; or
- d) matters concerning information that a person has requested be provided to the Provincial Executive in private, such as a situation involving allegations of harassment or whistle-blowing.

Local business concerning subject matter as identified here shall, upon motion which states the general subject matter of the business, be discussed in an in-camera portion of a Council Meeting. In-camera minutes of deliberations about the business shall be taken and kept sealed. A record of any decision made in-camera shall be reflected in the minutes of the Council Meeting.

Where a Member of the Council believes that discussion of an item of business within an in-camera portion is not appropriate in-camera subject matter that Member shall immediately rise on a point of order to that effect. The Council shall immediately rule on whether the discussion may be continued in-camera or shall be deferred to the regular portion of the Council Meeting.

PART VI LOCAL EXECUTIVE

6.1 Members of the Executive

The Members of the Executive shall consist of the following:

- a) President;
- b) Vice-President;
- c) Secretary;
- d) Treasurer; and
- e) Committee Chairpersons of the Standing Committees set out in these Bylaws; and
- f) Non-voting Executive Liaison Members set out in these Bylaws.

6.2 Duties of Executive Members

The duties of the Members of the Executive shall include the following:

- a) attend relevant seminars and events;
- b) keep all appropriate files and records and pass them on to the Member's successor;
- c) undertake additional duties and responsibilities as required; and
- d) approve/appoint Members to Standing Committees.

6.3 Duties of the President

The President is the representative of the Local and shall:

- a) act as the official SRTA spokesperson and communicate on behalf of the Local;
- b) call, prepare agendas, and write summative reports for all Executive, Council, and Membership Meetings;
- c) preside over all Executive and Membership meetings;
- d) be an ex-officio member of all Standing Committees and Ad hoc committees of the Local;
- e) be a signing officer for the Local;
- f) supervise staff hired by the Local;
- g) ensure that an accurate record of attendance and proceedings of Executive, Council, and Membership Meetings be kept in accordance with the Policies of the Local;
- h) authorize the expenditures of the Local excluding those of the President, Vice-President, and Treasurer;
- i) serve as liaison between Local Members and MTS staff;
- j) assist in publishing the Local newsletters;
- k) maintain an office with Local files, computer, printer(s) and cell phone;
- l) visit each school at least one time each school year;
- m) schedule regular liaison meetings with the SRSD Board of Trustees, the SRSD Regie group, and the SRPA President;
- n) attend all meetings of Local Presidents, organized and sanctioned by the Society; and
- o) perform such duties as the Executive, Council, or Membership shall assign.

6.4 Duties of the Vice-President

The Vice-President shall:

- a) assume the duties of the President in the absence of the President, in accordance with the Policy of the Local;
- b) preside over all Council meetings;
- c) write summative reports for all Executive, Council, and Membership Meetings;
- d) assure the presence of at least one representative at regular and special meetings of the School Board;
- e) be a signing officer for the Local; and
- f) perform such duties as the President, Executive, Council, or Membership shall assign.

6.5 Duties of the Secretary

The Secretary shall:

- a) prepare and preserve, or appoint a designate to cause to be prepared and preserved, an accurate record of the proceedings of all Membership Meetings, Executive Meetings, and Council Meetings, including a record of decisions made during in-camera portions of meetings;
- b) ensure that in-camera minutes of meetings are taken and kept sealed;
- c) make adopted minutes of Membership Meetings (other than in-camera minutes) available to Members upon request;
- d) produce adopted minutes, including in-camera minutes, and other records upon request to the General Secretary of the Society;
- e) prepare and send summative reports of each Council meeting to each Council Representative within five (5) Days of the date of any such meeting;
- f) be knowledgeable of all aspects of the Society handbook;
- g) be knowledgeable of all aspects of the Constitution, Bylaws, and Policies of the Local;
- h) authorize the expenditures of the President, Vice-President, and Treasurer; and
- i) perform such duties as the President, Executive, Council, or Membership shall assign.

6.6 Duties of the Treasurer

The Treasurer shall:

- a) oversee the proper conduct of the financial affairs of the Local pursuant to the requirements of the Society;
- b) keep an accurate record of all Local income and disbursements;
- c) preserve the financial records of the Local, which records shall belong to the Local;
- d) ensure that financial records are preserved for at least seven (7) years;
- e) provide written budget reports at regular Executive and Council meetings;
- f) disburse funds on the basis of:
 - i. authorized expense vouchers substantiated by receipts; or
 - ii. motion of Council or Membership;
- g) be a signing officer for the Local; and
- h) perform such duties as the President, Executive, Council, or Membership shall assign.

6.7 Duties of Committee Chairpersons

Committee Chairpersons shall:

- a) ensure that the Committee carries out its aims and duties in accordance with the Constitution, Bylaws, and Policies of the Society, the Constitution and Bylaws of the Local, and any additional duties or terms of reference assigned by the Council;
- b) keep minutes of Committee meetings and a record of the Committee's work;
- c) provide a proposed Committee budget to the Treasurer, in preparation for the annual budget as outlined in Policy I, Article 1.5 of the Local Policies;
- d) write summative reports for all Executive, Council, and Membership Meetings;
- e) attend workshops and seminars organized by the Society;
- f) perform such detailed duties as set out in the Policies of the Local; and
- g) perform such duties as the President, Executive, Council, or Membership shall assign.

6.8 Duties of Executive Liaisons

Executive Liaisons shall:

- a) write summative reports of their liaison activities for all Executive, Council, and Membership meetings; and
- b) Perform such duties as the President, Executive, Council, or Membership shall assign.

6.9 Executive Term of Office

Members of the Executive shall hold a two (2) Year term of office commencing on July 1 of their election year and ending June 30 of the second year of their term.

6.10 Release Time

- a) The Members shall determine the release time of the President of the Local and any other Members of the Executive, subject to the terms of the Collective Agreement and the Budget of the Local.
- b) The position of President of the Local is either a half-time (0.5 FTE) or full-time (1.0 FTE) position. The President shall request a leave of absence from the Division. The Local shall compensate the Division appropriately.
- c) The President shall experience no loss of benefits and the Division shall invoice the Local for the President's salary, allowances when applicable, benefits and any other costs related to the President's leave.

6.11 Disability of President

- a) In the event that the President becomes unable to complete their term of office due to disability, the Vice-President shall assume the responsibility of President until such time as the President returns to their duties, resigns, or until the current term of office expires.
- b) A member of the Executive shall be appointed as Vice-President in the interim in accordance to Article 6.13 of the Bylaws of the Local.
- c) The President shall not experience loss of wage or benefits because of the disability.
- d) The interim President shall request a leave of absence from the Division. The Local shall compensate the Division appropriately.

- e) The interim President shall experience no loss of benefits and the Division shall invoice the Local for the President's salary, allowances when applicable, benefits and any other costs related to the President's leave. The interim President's salary shall be paid from the Local Reserve Fund.

6.12 Advisability on Serving as a Member of the Executive

If a Member of the Executive is required to take a leave of absence from their assignment, the onus is on the Member to seek guidance from a Staff Officer at the Manitoba Teachers' Society regarding the advisability of remaining in their role as a Member of the Executive for any part of their leave of absence.

6.13 Vacancies on Executive

A vacancy on the Executive shall occur in any of the following circumstances:

- a) the resignation or retirement of a Member of the Executive;
- b) the Member of the Executive being unable to act; or
- c) the removal from office of a Member of the Executive, pursuant to Part XI of the Constitution of the Local.

6.14 Executive Appointments

Unless the Council decides to call an election to fill a vacant position, the Council shall appoint a Member to fill the vacant position as soon as reasonably possible. In the event of a vacancy in the position of President, the General Secretary of the Society shall be provided written notice of the vacancy as soon as possible and the Vice-President shall assume the position of President, unless unwilling or unable to do so.

If the vacancy is created because of a leave of absence, the appointment shall be deemed as an interim appointment, which concludes at the end of such leave, or the end of the term of office, whichever occurs first.

6.15 Regular Executive Meetings

The Executive shall meet by the Authority of the President five (5) times a year, or as often as the President deems it necessary.

Members of the Executive shall be given at least seven (7) Days' notice of Executive Meetings.

6.16 Special Executive Meetings

Special Executive Meetings may be called by:

- a) the President of the Local; or
- b) any Member of the Executive, if a request in writing is submitted to the President, which request states the reason for the meeting and is supported by at least three (3) of the Members of the Executive.

Special Executive Meetings shall be scheduled upon as much notice to the Members of the Executive as is reasonably possible. The agenda for a Special Executive Meeting shall be limited to the business for which it was called.

6.17 Canvassing Executive by Alternate Means

- a) In between Executive Meetings, the Executive may hold a vote through email or other secure electronic means when an emergent issue arises, whereby calling a special Executive Meeting would be neither practical or feasible, with the exception of matters dealing with parts XI and XIII of the Constitution.
- b) A vote of this nature shall be initiated by the authority of the President and be distributed to all Executive Members.
- c) The email or electronic notification shall state a deadline for responses of at least five (5) Days, whereby each Executive Member shall register their vote by email or by other electronic means.
- d) A vote conducted pursuant to this article shall be determined by a majority of votes cast.
- e) The business for which the vote was called shall be made official by motion at the subsequent Executive or Council Meeting and would follow procedures as per article 5.13 of the Bylaws of the Local.
- f) The vote is subject to the right of any Member of the Executive to request a Special Executive Meeting, which would instead be convened in accordance with article 5.10 of the Bylaws of the Local.

6.18 Quorum at Executive Meetings

The quorum for Council Meetings shall be fifty percent (50%) of the Members of the Executive. If quorum for an Executive Meeting is not met, the Executive Meeting may continue, but no votes on business matters shall be conducted.

6.19 Voting at Executive Meetings

Each Member of the Executive shall have one vote and business shall be decided by a majority vote of the Members of the Executive present at the Executive Meeting, with the exceptions of a motion to remove a Member from office on the Executive, which require a two-thirds (2/3) vote of Members of the Executive present at the Executive Meeting. Proxy voting shall not be permitted.

6.20 Open Executive Meetings

Executive Meetings are open to Members to attend and observe, other than any portions that the Executive determines will be held in-camera.

6.21 Executive Meeting In-Camera

The Executive may hold portions of an Executive Meeting in-camera that concern:

- a) labour contract discussions, labour management relations, or personnel issues;
- b) financial matters where negotiations with a third party are involved;
- c) matters involving building or personal security where disclosure could reasonably be expected to seriously compromise Society personnel or assets; or

- d) matters concerning information that a person has requested be provided to the Provincial Executive in private, such as a situation involving allegations of harassment or whistle-blowing.

Local business concerning subject matter as identified here shall, upon motion which states the general subject matter of the business, be discussed in an in-camera portion of an Executive Meeting. In-camera minutes of deliberations about the business shall be taken and kept sealed. A record of any decision made in-camera shall be reflected in the minutes of the Executive Meeting.

Where a Member of the Executive believes that discussion of an item of business within an in-camera portion is not appropriate in-camera subject matter that Member shall immediately rise on a point of order to that effect. The Executive shall immediately rule on whether the discussion may be continued in-camera, or shall be deferred to the regular portion of the Executive Meeting.

PART VII ELECTIONS OF MEMBERS OF THE EXECUTIVE

7.1 Local Electoral Officer

The Local Electoral Officer shall be a person appointed by the Executive. Where possible, the Local Electoral Officer shall be someone with past experience on the Executive or on Council.

7.2 Nominations Committee

There shall be a Nominations Committee consisting of the Local Electoral Officer and two (2) Members appointed by the Council. The Nominations Committee shall be established no later than February 28. The Nominations Committee is responsible for seeking nominations for Executive positions.

7.3 Conflict of Office

Members of the Executive seeking re-election shall not utilize the benefits of their current office to campaign for re-election. A dispute about whether this prohibition has been violated, and the consequences of the violation, shall be referred to the Chief Electoral Officer of the Society.

7.4 Executive Positions Open for Election

Executive terms of office shall be staggered in the following format:

- a) For a term of office that begins in a year that ends in an odd number, the positions of President, Secretary, Education Finance Chair, Employee Benefits Chair, Professional Development Chair, Public Relations Chair, and Workplace Safety and Health Chair will be open for election.
- b) For a term of office that begins in a year that ends in an even number, the positions of Vice-President, Treasurer, Collective Bargaining Chair, Equity and Social Justice Chair, Indigenous Education Chair, and Wellness Chair will be open for election.

7.5 Election Timelines

- a) At the first Regular Council Meeting of each calendar year, a list of all positions open for election shall be prepared and distributed to each Council Representative.
- b) A vote will be held at the first Regular Council Meeting of each calendar year to determine whether the Executive election will be conducted by paper ballots or by secure electronic voting.
- c) At the subsequent Regular Council Meeting, the Nominations Committee shall distribute a written report on nominations to all Council Representatives.

7.6 Nomination Procedures

- a) The nomination period for the election of the Members of the Executive shall begin March 1 of the School Year.
- b) Nominations must be submitted in the appropriate format (written or email) to the Nominations Committee.
 - i. Written: The completed nomination form shall be submitted to the Nominations Committee, care of the school/workplace where the Local Electoral Officer is assigned. The nomination shall include the name and signature of the Member being nominated and three (3) names and signatures of supporting Members in Good Standing, with the exception of the position of President, which shall require ten (10) names and signatures of supporting Members in Good Standing.
 - ii. Email: The completed nomination form shall be scanned into an electronic format and sent from a personal email address of the Member being nominated to the Nominations Committee email address established by the Local. The nomination shall include the name and signature of the Member being nominated and five (5) names and signatures of supporting Members in Good Standing, with the exception of the position of President, which shall require ten (10) names and signatures of supporting Members in Good Standing.
 - iii. Nominations need to be received by 4pm on the Friday prior to the April Council meeting.
- c) The Member being nominated shall also provide, by email to the Nominations Committee, the following:
 - i. a written biography and elections statement (250-word maximums for each); and
 - ii. a headshot photo
- d) The Local Electoral Officer shall ensure that all candidates and those that have signed in support of the nomination are eligible to participate in the Political Processes of the Local, and the nominated Member is willing to serve.
- e) Nominees shall not begin campaigning until the report from the Nominations Committee is presented to Council at the April Council meeting.

7.7 Campaign Procedures

- a) The campaign period for the election of the Members of the Executive shall end the day prior to Executive elections.
- b) Printed campaign materials produced by the candidate, or someone acting on behalf of the candidate, must not be produced using Divisional resources or distributed via Divisional courier.
- c) All campaign activities and information must be consistent with The MTS Code of Professional Practice.
- d) Election campaigns must follow a high standard of inclusive and respectful themes, content and behavior.
- e) All campaign activities must be conducted in a friendly, collegial and non-intrusive manner.

7.8 Acclamation

Following the nominations period, if there is only one candidate for an Executive position, that candidate is deemed the successful candidate by acclamation.

7.9 Election Procedures

- a) Where two or more candidates are nominated for a position, a secret ballot vote of Members shall be held to determine the successful candidate.
- b) Excluding positions filled by acclamation, the paper or secure electronic ballot shall be completed and sent to each school no later than May 15. Elections by paper ballot are to be supervised by the Council Representative(s) for that school/workplace and completed within three Days of receipt of ballots.
- c) Each position will be voted on separately, but multiple positions can be listed on the paper or secure electronic ballot.
- d) Paper ballots are to be returned to the Local Electoral Officer by Council Representatives immediately after the elections in their respective school/workplace via divisional courier.
- e) The successful candidate wins by the plurality of votes cast. In the event of a tie, a runoff election is called between tied candidates.
- f) The President shall provide the General Secretary of the Society a list of the Members of the Executive within ten (10) Days of their election.

7.10 Election Ballots

The Local Electoral Officer shall retain all paper or secure electronic ballots until the election results are confirmed by a duly recorded motion of the Council, and then shall introduce a motion to destroy the ballots.

PART VIII RATIFICATION AND INTEREST ARBITRATION VOTES

8.1 Ratification Meetings

The Executive shall direct the President to call a Ratification Meeting for the purposes of ratifying a renewed collective agreement and shall cause to be held a ratification vote in accordance with the requirements of *The Labour Relations Act*.

8.2 Ratification Vote Procedures

The Executive shall ensure that:

- a) all Members are provided reasonable notice of the vote and, in particular, that notice of the Ratification Meeting is sent to all workplaces at least seven (7) Days prior to the Meeting together with a list of all changes to the Collective Agreement;
- b) all Members are provided a reasonable opportunity to vote;
- c) the vote is conducted by secret ballot; and
- d) the ballots are not destroyed for at least thirty (30) Days.

8.3 Interest Arbitration

A secret ballot vote of the Council conducted at a Council Meeting must occur to approve any recommendation to proceed to interest arbitration. A majority of the Council Members who vote by secret ballot pursuant to the Bylaws of the Society on the question of proceeding with interest arbitration shall determine the question.

The ballots on the question of proceeding with interest arbitration shall not be destroyed for at least thirty (30) Days.

8.4 Advisability

Prior to referring a matter to interest arbitration or conducting a ratification vote, pursuant to the Bylaws of the Society, the Society shall be provided with the opportunity to discuss its views about the advisability of referring the matter to interest arbitration or accepting any Collective Agreement, and no ratification vote or vote to proceed to interest arbitration shall be held by the Local until after the Society has been provided with the opportunity to present its views to the Members.

PART IX REQUIRED MEMBERSHIP FEES

9.1 Establishment of Required Membership Fees

The Required Membership Fees of the Local shall be in such amounts as approved by Council at the final Council Meeting of each School Year, as part of the budgeting process.

9.2 Deduction of Required Membership Fees

Required Membership Fees shall be deducted by the Employer in equal installments from the pay cheques of all Members and remitted to the Local. In the case of substitute teachers, the Required Membership Fee shall be deducted on a *per diem* basis.

9.3 Periods of Absence

Members have the onus to ensure that Required Membership Fees are paid to the Local and the Society during any period of absence where Required Membership Fees are not deducted from pay.

PART X COMMITTEES AND LIAISONS

10.1 Standing Committees

The following are the Standing Committees of the Local:

- a) Collective Bargaining Committee;
- b) Education Finance Committee;
- c) Employee Benefits Committee;
- d) Equity and Social Justice Committee;
- e) Indigenous Education Committee;
- f) Professional Development Committee;
- g) Public Relations Committee
- h) Wellness Committee; and
- i) Workplace Safety and Health Committee.

10.2 Local Executive Liaisons

There shall be a non-voting Executive position established to serve as Local Executive Liaison to the Éducatrices et Éducateurs Francophones du Manitoba (ÉFM). There shall be a non-voting Executive position established to serve as Local Executive Liaison to the Seine River Principals' Association (SRPA).

10.3 Chairpersons and Ex-Officio Members

The President of the Local shall be an *ex-officio* member of all Standing Committees and *ad hoc* committees of the Local. Every Standing Committee shall be chaired by the Member of the Executive that is the elected Committee Chairperson for that Committee.

10.4 Local Bargaining Table Team

A staff officer of the Society must be a member of the Local Bargaining Table team. The staff officer must be able to participate in all collective bargaining meetings of the Local.

10.5 Ad hoc Committees

The Executive shall establish terms of reference for any *Ad hoc* committees, which include the responsibilities, composition and term of the Committee, and shall appoint a Chairperson for the Committee.

10.6 Liaison Committees

a) Trustee Liaison Committee

As per the *Labour Relations Act* and the Letter of Understanding within the Collective Agreement, the Trustee Liaison Committee of the Local may meet with the Board of Trustees to discuss matters of interest and/or concern to Members.

The Trustee Liaison Committee of the Local shall consist of four members:

- i. President;
- ii. Vice-President; and
- iii. two other members of the Local Executive.

The Trustee Liaison Committee of the Local shall prepare no more than three topics per meeting for discussion with the Board. For each concern presented, the Trustee Liaison Committee of the Local shall provide suggestions for resolution.

b) Seine River Principals' Association (SRPA) Liaison Committee

The Seine River Principals' Association Liaison Committee shall consist of:

- i. the President, Vice-President, and one other member of the Executive, when needed, of the Local; and
- ii. the President, Vice-President, Secretary, and Treasurer of the SRPA.

The SRPA Liaison Committee shall meet on an as-needed basis, called by either group for the purposes of:

- i. presenting issues of concern;
- ii. clarification and education of current issues;
- iii. receiving information;
- iv. resolving issues between the two groups; and
- v. keeping each other apprised of upcoming developments.

c) Seine River School Division (SRSD) Regie Liaison

As is possible and agreeable to both parties, the President and/or Vice-President shall meet with the SRSD Regie group to discuss matters of concern to the members. The President and Vice-President shall represent the members' interests and work with the Regie group to find solutions. The President and Vice-President shall inform the Regie group if the intention is to bring said concerns to the Board of Trustees at the next Liaison meeting.

10.7 Joint SRTA/SRSD Committees

Any Member named to a joint SRTA/SRSD Committee shall represent the policies of the Local or, in the absence of such policies, the Local's position. All policies issuing from a Joint Committee shall be deemed to be Board Policy only. A policy can only be considered "joint" after it has been ratified by Council; said policy should include an amending formula agreed upon by the Board and the Association.

10.8 Member Delegations

- a) Delegations of Members shall have the right to make presentations to the Local Executive and to the Local Council. Delegates who are not members of the Local shall require the written permission of the Local Executive to present a brief.
- b) Delegations shall be heard immediately after approval of the previous meeting's minutes. Only questions intended for clarification of the brief shall be asked of the delegation. Discussion, debate, and motions related to the brief shall be made later on in the agenda, under New Business. Copies of the briefs shall be forwarded to the President prior to the presentation.

PART XI FINANCES

11.1 Financial Audits and Reviews

- a) The Local shall retain a qualified external auditor to annually undertake an independent financial audit or financial review of the Local's financial records. The Council shall ensure that such audit or review is completed within four (4) months of the end of the Fiscal Year.
- b) The Council shall make available the annual independent financial audit or financial review to Members.
- c) A financial audit will be required:
 - i. when a period of three (3) Years has elapsed since the previous financial audit; or
 - ii. the first year following the election/acclimation of a new President; or
 - iii. the first year following the election/acclimation of a new Treasurer.

11.2 Annual Budget

The Treasurer shall distribute to Members, via Council Representatives, the proposed annual budget for the next Fiscal Year at least fourteen (14) Days prior to the final Council Meeting of the school year. Approval of the proposed annual budget shall require a majority vote at the final Council Meeting of the school year.

11.3 Signing Authority

The President, the Vice-President, and the Treasurer shall have signing authority for expending Local funds. The signatures of the Treasurer and any other one (1) of these persons shall appear on all of the Local's cheques, exclusive of cheques requisitioned for the Treasurer. For cheques payable to the Treasurer, the signatures of the President and Vice-President shall appear on the Local's cheque. No person shall be authorized to sign cheques payable to oneself.

11.4 Reserve Fund

- a) There shall be a Local fund known as the Reserve Fund, which shall consist of such monies as the Local may, from time to time, allocated to the fund.
- b) At the beginning of the Fiscal Year, the minimum amount of the Reserve Fund shall be ten percent (10%) of the previous year's actual expenditures.
- c) The total amount of the Reserve Fund shall not exceed two-thirds (2/3) of the previous year's actual expenditures. Surplus revenue beyond the ceiling limit shall revert to general revenue.
- d) The Reserve Fund shall provide loans or grants to the Local for special projects and emergencies.
- e) Disbursement of the Reserve Fund shall only be provisioned upon a motion of Council. Any expenditure from the Reserve Fund shall require one month's notice of motion.
- f) A fifty percent plus one (50% +1) majority of Council Members present and voting shall be required for authorizing expenditure from the Reserve Fund.
- g) The money in the Reserve Fund shall be placed in insured accounts of investment which are non-speculative in nature.
- h) All money and securities of the Reserve Fund shall be deposited in a financial institution approved by Council.
- i) The Local shall keep full and complete records of receipts, disbursements, and investments of the Reserve Fund, and prepare financial reports on the Reserve Fund annually, or at such other times as Council may direct.

PART XII LOCAL AND PROVINCIAL GOVERNANCE

12.1 Local Constitution and Bylaw Amendments

- a) In accordance with Article 13.1 of the Local Constitution, any Member may submit proposed amendments to the Constitution and Bylaws of the Local, by providing a draft amendment and written explanation to the President. Amendments shall be reviewed by the Executive and shall be placed on the agenda for the next Council Meeting.
- b) Additionally, the President shall conduct a review of the Constitution and Bylaws at least once during a two (2) Year term. The last review shall be presented to Local Council by February 28 of the second year of said term. Any proposed amendments shall be brought forward at the subsequent Local Council meeting and subject to the same process as described above.
- c) Notice of proposed amendments to the Constitution and Bylaws of the Local shall be sent to all Members at least seven (7) Days prior to the Council Meeting at which the amendments are to be voted on by the Council.

12.2 Policy Amendments

Amendments to Policies of the Local shall be made by the Council. Amendments require "Notice of Motion" at a prior Council Meeting or notice in writing to all Members of the Council at least seven (7) Days prior to the Council Meeting at which the amendment(s) will be discussed. New policies may be presented at any time. Policy amendments shall require a majority vote to pass. In emergency circumstances where notice cannot be given, the Executive may pass interim policies, subject to later Council approval.

PART XIII MTS PROVINCIAL BARGAINING

13.1 Delegates to Provincial Bargaining Regional Meetings and Seminars

The number of Local Delegates to the MTS Provincial Bargaining (hereinafter referred to as “Provincial Bargaining”) meetings and seminars are determined by the Society.

13.2 Local Bargaining Representative

The chair of the Collective Bargaining Standing Committee shall be identified as the Local Bargaining Representative.

13.3 Selection Priority

The Council shall select the Local’s Delegates to Provincial Bargaining meetings and seminars, in the following order:

- a) The Chair of the Collective Bargaining Standing Committee;
- b) The President;
- c) Officers, as defined in article 8.10(b) of the Local Constitution; and
- d) other Members entitled to participate in the Political Processes of the Local who are willing to be Delegates.

13.4 Selection Process

The Local Bargaining Representative, with Executive approval, shall fill any remaining positions to the any Provincial Bargaining meeting or seminar. Consideration shall be given to the diversity of the membership. The Local Delegates shall be approved by Council.

The Local President shall forward the names of the Local Bargaining Representative and Local Delegates to the Manitoba Teachers’ Society by deadlines set by the Society.

13.5 Terms of Service

The terms of service of a Provincial Bargaining Delegate are from the time of appointment until the signing of a new agreement.

13.6 Vacancies

In the event of a vacancy, the Local Bargaining Representative, with Executive approval, shall fill the vacant position.

13.7 Selection of a New Local Bargaining Representative

In the case where the Local Bargaining Representative ceases to be a Local Delegate:

- a) The Executive shall appoint a replacement Local Bargaining Representative among those who have been involved in the Regional Meetings and Provincial Seminars;
- b) The Local President shall forward the name of the replacement Local Bargaining Representative, along with the Local Bargaining Representative they are replacing, to the Society shortly after the replacement is named; and
- c) The terms of service are from the time of appointment until the signing of a new agreement.

POLICY I

FINANCIAL CONSIDERATIONS

PART I FINANCIAL STRUCTURE AND RECORD KEEPING

- 1.1 Accounts
- 1.2 Conflict of Interest
- 1.3 Payment Requisition Procedure
- 1.4 Maintaining Financial Records and Audits
- 1.5 Annual Budget

PART II GENERAL ALLOWANCES, PURCHASES, AND EXPENSES

- 2.1 Local Allowances
- 2.2 Substitute Costs
- 2.3 Kilometrage
- 2.4 Capital Purchases
- 2.5 Operating Expenses
- 2.6 Donations/Gifts/Charities
- 2.7 Non-Budgeted Items

PART III EXECUTIVE ALLOWANCES, PURCHASES, AND EXPENSES

- 3.1 Executive Training and Development
- 3.2 President's Expenses
- 3.3 President's Release Subsidy
- 3.4 Executive Recognition
- 3.5 MTS Seminars
- 3.6 Release Days

PART IV MTS PROVINCIAL COUNCIL

- 4.1 Manitoba Teachers' Society Annual General Meeting of Provincial Council
- 4.2 Provincial Executive Candidates

PART V OTHER ALLOWANCES, PURCHASES, AND EXPENSES

- 5.1 Council Recognition
- 5.2 Retirements
- 5.3 Bereavement
- 5.4 Alcohol

PART VI LOCAL FUNDS AND INITIATIVES

- 6.1 SRTA Professional Development Fund
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- 6.3 Member Wellness Initiatives
- 6.4 Public Relations Initiatives
- 6.5 SRTA Education Scholarship

PART VII REIMBURSEMENTS

- 7.1 Reimbursement of Expenses for Local Business
- 7.2 Local Executive and Council Meeting Reimbursement
- 7.3 Committee Reimbursement
- 7.4 SRTA Professional Development Fund Reimbursement
- 7.5 SRTA Wellness Fund Reimbursement
- 7.6 Loss of Receipt

PART I FINANCIAL STRUCTURE AND RECORD KEEPING

1.1 Accounts

- a) The Operations account shall be used to conduct the day-to-day financial transactions of the Local.
- b) The PD Fund account shall be used to conduct the day-to-day financial transactions of the SRTA Professional Development Fund.

1.2 Conflict of Interest

The Local shall conduct its operations in an open and transparent manner. Any conflict of interest in the purchase of capital assets or professional services must be disclosed and approved by the Executive.

1.3 Payment Requisition Procedure

- a) All payment shall have supporting documentation, including expense claim form and original itemized receipts.
- b) Expense forms for anyone but the President, Vice-President, or Treasurer shall be verified by the President.
- c) Expense forms for the President, Vice-President, or Treasurer shall be verified by the Secretary.

1.4 Maintaining Financial Records and Audits

- a) The Treasurer shall use a program for bookkeeping, which shall include a running budget comparison, a running trial balance and bank reconciliation statements.
- b) Financial records, in the form of original documents, shall be maintained for at least seven (7) Years. Records older than seven (7) Years shall be destroyed in a secure and permanent manner.

1.5 Annual Budget

In accordance with Article 12.4 of the Constitution of the Local, and Article 11.2 of the Bylaws of the Local, the Treasurer and President shall prepare a budget for the upcoming year and present to Executive and Council's final yearly meetings for discussion and consideration. As part of the budget proposal, the Treasurer and Local Executive will present a budget for committee expenses, with relevant explanations, to the Local Council. Only in unusual circumstances shall a committee's budget change dramatically from year to year.

PART II GENERAL ALLOWANCES, PURCHASES, AND EXPENSES

2.1 Local Allowances

Local allowances for kilometrage, meals, dependent care and accommodation shall parallel current Society policy.

2.2 Substitute Costs

Costs of substitute teachers to replace Local members in performing their duties to the Local shall be reimbursed upon receipt of invoice from the Division.

2.3 Kilometrage

Kilometrage claims for all meetings shall include actual distance from origin (typically a member's school) to the meeting, and then to the final destination (typically a member's residence).

2.4 Capital Purchases

- a) Capital purchases are defined as non-consumable products used to facilitate the day-to-day operation of the Local. Examples include but are not limited to computers, printers, electronic equipment, and cell phones.
- b) The selection of vendors for the purchase of capital assets shall be at the discretion of the President, unless otherwise directed by Local Council or Executive.
- c) Capital purchases over three hundred dollars (\$300.00) must receive approval by motion of the Local Council and Executive.

2.5 Operating Expenses

The following expenses shall be considered part of Local costs of operation, and shall fall under the Operations budget line:

- a) stationery and office supplies;
- b) printer ink and supplies;
- c) bank service fees;
- d) cell phone and wireless service contract for the President;
- e) photocopying;
- f) postage;
- g) lease of office space for Local office;
- h) internet service for Local office; and
- i) tenant insurance for Local office.

2.6 Donations/Gifts/Charities

On an annual basis, there shall be an amount designated in the Public Relations budget line for donations to local food banks and/or charities that provide assistance to families of students within the Division boundaries. This amount shall be evaluated annually.

The President shall evaluate requests for donations or gifts not in policy. Requests requiring attention shall be brought to the Local Executive for discussion.

2.7 Non-Budgeted Items

- a) Any non-budgeted item designated for Members shall be proposed as a motion to Council and approved by a sixty percent (60%) majority vote of the members present.
- b) Motion shall be presented and approved prior to the purchase of the item.
- c) The budget line under which the expenditure shall fall shall be identified in the motion.

PART III EXECUTIVE ALLOWANCES, PURCHASES, AND EXPENSES

3.1 Executive Training and Development

- a) A Local Executive training day shall occur annually in June or September.
- b) Costs related to Executive training, including food, rental of meeting space, and individual reimbursements to Members, shall fall under the Executive budget line.
- c) On an annual basis, the Local shall apply for a training grant from the Society to help defray costs.

3.2 President's Expenses

The following expenses may fall under the President's budget line, as per Policy I, Articles 2.1 and 2.2:

- a) kilometrage, food, sub costs and dependent care, to attend meetings on behalf of the Local;
- b) kilometrage, food, and sub costs, to visit each school in the Division at least once each during the school year; and
- c) kilometrage, food, sub costs and dependent care, to meet with and/or represent members.

3.3 President's Release Subsidy

On an annual basis, the Local shall apply for a President's Release Subsidy from the Society to help defray costs.

3.4 Executive Recognition

Executive members shall be recognized by the Local Executive upon their resignation or completion of term with a gift/gift card purchased in the amount of \$25.00/year of service on the Local Executive, to a maximum of \$200.00. Executive recognition shall fall under the Executive budget line.

3.5 MTS Seminars

Executive Members shall make every effort to attend provincial and regional meetings related to their position on Executive. Reimbursement for costs not covered by the Society are as per Policy I, Articles 2.1 and 2.2. Reimbursed costs shall fall under the respective budget line.

3.6 Release Days

When preparing a budget for the upcoming school year, each Executive member shall be allowed to build in a certain number of release days, as per Policy I, Article 2.2:

Position on Executive	Number of Release Days Allowed	Rationale
Vice-President	4	Attendance at liaison meetings; attendance at events as President-designate
Secretary	1	Committee work
Treasurer	5	Bookwork related to operations; processing payments, etc.
Professional Development	5	Bookwork related to administration of PD fund; processing reimbursements; committee meetings
Public Relations	5	Work on newsletters, PR initiative, scholarship selection, committee work
Wellness	2	Bookwork related to Wellness Fund; processing reimbursements; committee work; social activities
Collective Bargaining, Education Finance, Employee Benefits, Equity & Social Justice, Indigenous Education, Workplace Safety & Health	1	Committee Work

PART IV MTS PROVINCIAL COUNCIL

4.1 Manitoba Teachers' Society Annual General Meeting of Provincial Council

Costs covered by the Manitoba Teachers' Society Annual General Meeting of Provincial Council (hereinafter referred to as "MTS AGM") budget line shall include:

- a) table snacks;
- b) accommodations for any delegate, above the allowable MTS maximum per person based on double occupancy, whereby such expenses shall be limited to the basic cost of the room and shall not include any additional room service costs incurred by the delegate;
- c) binder meeting expenses not covered by the Society, as per Policy I, Articles 2.1 and 2.2; and
- d) costs of alternative delegates to MTS AGM, as per Policy I, Articles 2.1 and 2.2.

Expenses claimed by alternate delegates shall fall under the MTS AGM budget line. The Local shall name two (2) alternate delegates and have one (1) alternate delegate present at each weekday of the MTS AGM, and up to two (2) alternate delegates on the Saturday sessions.

4.2 Provincial Executive Candidates

- a) An endorsed Member that is duly nominated as a candidate for election, as per the Bylaws of the Society, may request reimbursement of expenditures related to their campaign once every two years. An exception may be granted to any candidate running for re-election after serving a one-year term on Provincial Executive.
- b) The maximum annual allocation of \$500 shall be shared amongst all duly nominated candidates.
- c) Reimbursements shall be accompanied with original receipts.

PART V OTHER ALLOWANCES, PURCHASES, AND EXPENSES

5.1 Council Recognition

Council Representatives shall be recognized for their efforts with an annual gift as determined by the Executive. The costs of recognition shall fall under the Council budget line.

5.2 Retirements

Upon being informed of a member's retirement, the President shall:

- a) send a card of congratulations and thanks; and
- b) attend the retirement event on behalf of the Local, whereby reimbursement for associated costs is as per Policy I, Articles 2.1 and 2.2 and falls under the President budget line.

5.3 Bereavement

Upon being informed of the death of the following, the President shall:

- a) Death of a current Member:
 - i. send a card of sympathy to the family and arrange for a gift of flowers or a donation, valued at up to \$25, to be given on behalf of the Association; cost of gift or donation to fall under the Wellness budget line;
 - ii. inform the Manitoba Teachers' Society of the death;
 - iii. arrange for a representative from the Executive to attend the funeral; the cost of a substitute, if required, will be paid by the Association as per Policy I, Article 2.2, with costs to fall under the Executive budget line; and
 - iv. arrange for a gift of food to be delivered to the school(s) where the member was employed prior to their death; cost of gift or donation to fall under the Wellness budget line.
- b) Death of a Member's Spouse, Child, or Parent:
 - i. send a card of sympathy to the family.
- c) Death of a retired Member:
 - i. send a card of sympathy to the family and arrange for a gift of flowers or a donation, valued at up to \$15, to be given on behalf of the Association; cost of gift or donation to fall under the Wellness budget line.
- d) Death of a Seine River School Division Employee or Trustee, other than a Member:
 - i. send a card of sympathy to the family.

5.4 Alcohol

- a) Submitted expenses for food and beverages at Local meetings shall not include the cost of alcohol.
- b) The Executive may approve alcohol for special Local and/or Divisional events.
- c) Alcohol consumption at all Local public events shall be on a user-pay basis.

PART VI LOCAL FUNDS AND INITIATIVES

6.1 SRTA Professional Development Fund

- a) The annual allocation of funds in the SRTA Professional Development Fund (hereinafter referred to as the “PD Fund”) shall be determined by the Collective Agreement.
- b) The Local shall maintain a separate set of financial records for the PD Fund, which will be maintained by the Treasurer.
- c) The Chair of the Professional Development Committee shall maintain a complete set of records of all applications approved and their costs. These records shall be shared at Local Council meetings and through the Local newsletter.
- d) The Chair of the Professional Development Committee shall present a report of all PD Fund Expenditures to the last Regular Council Meeting of the school year, prior to presentation to the School Board in June.
- e) Costs for committee meetings, as per Policy I, Articles 2.1 and 2.2, shall fall under the Professional Development budget line.

6.2 SRTA Wellness Fund

- a) The SRTA Wellness fund has been established to cover costs for location-based wellness activities that shall include physical, mental, and nutritional health components.
- b) Funds shall be allocated annually, calculated on a per-member basis at each workplace, based on staffing as of September 30 with a \$100 minimum per workplace. Funds for applications shall fall under the Wellness budget line.
- c) The SRTA Wellness Fund shall not be used to pay for: salaries for staff, substitutes or release time; transportation; activities that are confined to a comparatively limited number of teachers; or funds which might otherwise be provided by the school.
- d) All applications must be pre-approved by the Wellness Committee Chair.

6.3 Member Wellness Initiatives

The Wellness budget line shall, upon request and receipt of expense claims and original receipts, include the following items:

- a) registration costs for one team to participate in the annual MTS Curling Bonspiel, whereby if more than one team registers, the cost of one team shall be divided equally;
- b) registration costs for one team to participate in the annual MTS Golf Tournament, whereby if more than one team registers, the cost of one team shall be divided equally;
- c) registration costs for one team to participate in the annual MTS Hockey Tournament, whereby if more than one team registers, the cost of one team shall be divided equally;
- d) food costs for the annual SRSD Volleyball Tournament;
- e) other MTS Wellness events, on request and approved by Council;
- f) costs related to bereavement, as per Policy I, Article 5.3; and
- g) any other division-wide wellness activities as approved by Local Council.

6.4 Public Relations Initiatives

On an annual basis, the Public Relations Committee Chair may apply for a public relations grant from the Society. Costs related to the public relations initiative that are not covered by the Society grant shall fall under the Public Relations budget line.

6.5 SRTA Education Scholarship

- a) An annual award will be presented to a graduating student at each high school in the Division. This scholarship is designed for students who are entering the first year of a post-secondary program, as per Policy II, Article 7.2.
- b) The amount of the scholarship shall be \$750 unless a motion passed at Council changes that amount.
- c) The scholarship funds will be credited directly to the students' accounts of their post-secondary institution after proof of registration has been received by the Local.

PART VII REIMBURSEMENTS

7.1 Reimbursement of Expenses for Local Business

Whenever Members have been designated by the Executive to represent the Local, those members may claim associated expenses not covered by the Society, provided they are necessary to the event, and they are duly reported to the Executive and Council.

7.2 Local Executive and Council Meeting Reimbursement

- a) All Members submitting expense claims shall complete the General Expense Reimbursement Requisition Form and attach all original receipts.
- b) Costs related to Executive Meetings, including food, rental of meeting space, and individual reimbursements to Members, shall fall under the Executive budget line.
- c) Costs related to Council Meetings, including food, rental of meeting space, Council Representative appreciation, and individual reimbursements to Members shall fall under the Council budget line.
- d) Members shall endeavour to submit their expense claim forms prior to the end of the Local Council meeting, when appropriate.

7.3 Committee Reimbursement

- a) All reimbursement claims related to work on Standing, Ad Hoc or other designated Committees shall use the General Expense Reimbursement Requisition Form and attach original receipts.
- b) Committee expenses, including those incurred by Committee Chairperson, shall fall under the related budget line.
- c) In claiming reimbursement, the Chair must be prudent with the funds provided by the Local, provide proper original receipts for all expenditures, log kilometrage appropriately, be conscious of the budget line, and not over-spend limitations.

7.4 SRTA Professional Development Fund Reimbursement

- a) The Professional Development Committee shall review all applications for approval. A majority vote is required.
- b) Once an approved PD event has taken place, and all the required documents and original receipts have been received, the Professional Development Committee Chair shall submit an SRTA PD Fund Reimbursement Requisition Form that includes all relevant documentation.
- c) The requisition form and all the completed documents shall be submitted to the President for verification.
- d) Once verified, payment shall be submitted to the Member for reimbursement.
- e) Funds reimbursed shall fall under the SRTA PD Fund account.

7.5 SRTA Wellness Fund Reimbursement

- a) The Wellness Chair shall review all applications for approval.
- b) Once an approved event has taken place, and all the required documents and original receipts have been received, the Wellness Chair shall prepare a Wellness Fund Reimbursement Requisition Form that includes all relevant documentation.
- c) The requisition form and all the completed documents shall be submitted to the President for verification.
- d) Once verified, payment shall be submitted to the Member for reimbursement.
- e) Funds reimbursed shall fall under the Wellness budget line.

7.6 Loss of Receipt

Any Member who has lost an original receipt may bring forward a motion at a Local Council meeting to have the costs reimbursed.

POLICY II

STANDING COMMITTEE POLICIES AND PROCEDURES

PART I COLLECTIVE BARGAINING COMMITTEE

- 1.1 Terms of Reference
- 1.2 Duties of the Chairperson
- 1.3 Collective Bargaining Committee and
Table Team

PART II EDUCATION FINANCE COMMITTEE

- 2.1 Terms of Reference
- 2.2 Duties of the Chairperson

PART III EMPLOYEE BENEFITS COMMITTEE

- 3.1 Terms of Reference
- 3.2 Duties of the Chairperson

PART IV EQUITY AND SOCIAL JUSTICE COMMITTEE

- 4.1 Terms of Reference
- 4.2 Duties of the Chairperson

PART V INDIGENOUS EDUCATION COMMITTEE

- 5.1 Terms of Reference
- 5.2 Duties of the Chairperson

PART VI PROFESSIONAL DEVELOPMENT COMMITTEE

- 6.1 Terms of Reference
- 6.2 Duties of the Chairperson
- 6.3 Committee Composition
- 6.4 Committee Procedures

PART VII PUBLIC RELATIONS COMMITTEE

- 7.1 Terms of Reference
- 7.2 Duties of the Chairperson
- 7.3 SRTA Education Scholarship

PART VIII WELLNESS COMMITTEE

- 8.1 Terms of Reference
- 8.2 Duties of the Chairperson

PART IX WORKPLACE SAFETY AND HEALTH COMMITTEE

- 9.1 Terms of Reference
- 9.2 Duties of the Chairperson

PART I COLLECTIVE BARGAINING COMMITTEE

1.1 Terms of Reference

The Collective Bargaining Committee shall address issues related to collective bargaining and other working conditions.

1.2 Duties of the Chairperson

The Chairperson of the Collective Bargaining Committee shall:

- a) be knowledgeable of Part VIII of the Public Schools Act and the *Labour Relations Act*, the part governing teacher-school board collective bargaining;
- b) be knowledgeable of collective bargaining procedures;
- c) be knowledgeable of Society policy as it pertains to collective bargaining;
- d) be responsible for ensuring the role of the Local as certified bargaining agent is carried out in accordance with the requirement of both the law and the Membership;
- e) present the Collective Agreement to the Membership for ratification;
- f) develop various amendments to the agreement as required with the aid of the Collective Bargaining committee and the Membership;
- g) prepare evidence to support any proposed amendments;
- h) assure that negotiations are opened in accordance with the wishes of the Membership and the requirements of the Collective Agreement;
- i) assure that a Collective Agreement is prepared on the basis of negotiated amendments upon the conclusion of negotiations;
- j) assure that the resultant Collective Agreement is signed by the proper parties;
- k) assure that that proper files and records are kept during negotiations, whereby files are kept up to date so they will be of benefit to the succeeding Chairperson;
- l) act as the communicator in matters related to salaries and negotiations with the Membership, Local Collective Bargaining Standing Committee, Local Executive and Division Office;
- m) call and chair the various meetings of the Local Collective Bargaining Committee; and
- n) contact, or arrange for the Local President to contact, Division Office when in doubt concerning any question arising out of the Collective Agreement or collective bargaining.

1.3 Collective Bargaining Committee and Table Team

Exclusive of the Chairperson, the Collective Bargaining Committee shall include the Local Vice-President, President, a representative from the Seine River Principals' Association, and no more than four other Members. From this committee, the Chairperson shall appoint a negotiations Table Team, including the Chairperson and at least two other members, prior to commencing negotiations with the Division. The Chairperson shall ensure that the Table Team represents the various teacher-interest groups within the Division.

PART II EDUCATION FINANCE COMMITTEE

2.1 Terms of Reference

The Education Finance Committee shall address issues related to education funding and public school finance.

2.2 Duties of the Chairperson

The Chairperson of the Education Finance Committee shall:

- a) be knowledgeable of the process by which the Division creates and sets its annual budget;
- b) be knowledgeable of the provincial FRAME budget reporting system;
- c) arrange for one or more committee members to participate in public budget discussions;
- d) present Local priorities during consultations with the Division board of trustees; and
- e) call and chair meeting(s) of the Education Finance Committee for the purposes of preparing recommendations to present at the annual private budget consultation meeting with the school board.

PART III EMPLOYEE BENEFITS COMMITTEE

3.1 Terms of Reference

The Employee Benefits Committee shall address issues related to pensions, group benefits, extended health benefits, dental benefits, family allowances, group life insurance, salary continuation, and disability plans.

3.2 Duties of the Chairperson

The Chairperson of the Employee Benefits Committee shall:

- a) be knowledgeable of the various group life, extended health, and/or dental benefits programs the Local is enrolled in;
- b) be knowledgeable of the various insurance policies Members have access to;
- c) be knowledgeable about the Teachers' Retirement Allowance Fund;
- d) suggest concrete actions to Council whenever the welfare of members is affected; and
- e) facilitate the dissemination of information related to Employee Benefits to Members.

PART IV EQUITY AND SOCIAL JUSTICE COMMITTEE

4.1 Terms of Reference

The Equity and Social Justice Committee shall address issues related to safe, respectful and inclusive teaching environments, discrimination, and equality.

4.2 Duties of the Chairperson

The Chairperson of the Equity and Social Justice Committee shall:

- a) be knowledgeable of Divisional policies related to equity and social justice and respectful workplaces;
- b) promote equity in all areas of Local work in issues related to Human Rights legislation, including age, race, ethnicity, sexual orientation, mental or physical disability, pregnancy, gender, and others;
- c) encourage and recommend changes in classroom materials, educational and Local policies, and programs to eliminate bias;
- d) call and chair meeting(s) of the Equity and Social Justice Committee for the purposes of developing and implementing an annual action plan to address Societal issues of equity through workshops, in-services, presentations, printed materials, and resources;
- e) assist members in developing an understanding of what constitutes race and gender bias, and stereotyping, and to provide exposure to unbiased materials, policies, and practices; and
- f) promote affirmative action programs and policies.

PART V INDIGENOUS EDUCATION COMMITTEE

5.1 Terms of Reference

The Indigenous Education Committee shall monitor and assess trends and developments in Indigenous education, including preservation of Indigenous languages, culture, history, perspectives, and customary laws.

5.2 Duties of the Chairperson

The Chairperson of the Indigenous Education Committee shall:

- a) be knowledgeable of local, provincial, and national initiatives and resources related to Indigenous education;
- b) be knowledgeable of Divisional policies related to Indigenous education;
- c) encourage and recommend changes in classroom materials, educational and Local policies, and programs to resolve existing inequalities and to heal the legacy of the past;
- d) call and chair meeting(s) of the Indigenous Education Committee for the purposes of developing and implementing an annual action plan to address issues related to Indigenous education;
- e) assist members in developing an understanding of Indigenous content, perspectives, racism, and inclusive instructional practices; and
- f) engage all Members to work collaboratively on Indigenous education issues in order to promote greater understanding and empathy.

PART VI PROFESSIONAL DEVELOPMENT COMMITTEE

6.1 Terms of Reference

The Professional Development Committee shall address issues related to professional development and to the SAGE.

6.2 Duties of the Chairperson

The Chairperson of the Professional Development Committee is the person designated by the Local whose responsibility it is to administer and track the SRTA Professional Development, and to encourage Members to participate in ongoing professional development. The Chairperson of the Professional Development Committee shall:

- a) be knowledgeable of the various professional development opportunities that exist for Members;
- b) promote the annual Manitoba Teachers' Society Professional Development Day;
- c) remain in close liaison with the Society regarding curriculum development and change in the province;
- d) under the direction of the Executive, conduct studies and initiate projects in the field of school curricula and professional development; and
- e) administer the SRTA PD fund under the direction of the SRTA Executive and in accordance with the criteria set out in the current SRTA Collective Agreement and in the approved SRTA Fund Guidelines.

6.3 Committee Composition

The Professional Development Committee shall be composed of at least 5 (five) members. Exclusive of the Chairperson, the committee may be comprised of:

High school principal
Elementary principal
Immersion teacher/ principal
1 K-8 classroom teacher
1 high school classroom teacher
1 resource teacher or school counselor
1 clinician/coordinator

6.4 Committee Procedures

- a) The SRTA Professional Development committee shall meet a minimum of two times per year: In September for orientation and business, and in April to review of the year's activities and to recommend any changes to the PD fund guidelines. Recommended changes will be brought to the final Executive and Council meetings of the year for ratification.
- b) Committee reviews of all applications shall be completed in order of receipt, via email between committee members. A simple majority shall be necessary for approval.

- c) The PD Fund shall be divided into five (5) categories with corresponding criteria: In-Area Professional Development; Out-of-Area Professional Development; University Coursework; Group Projects; Classroom Visits.
- d) Funds shall be allocated for In-Area, Out-of-Area, University Coursework and Classroom Visits for the entire year (September-August), as designated by the Professional Development committee. Funds shall be allocated for group projects for the period of the beginning of September to the end of March, as designated by the Professional Development committee.

PART VII PUBLIC RELATIONS COMMITTEE

7.1 Terms of Reference

The Public Relations Committee shall address issues related to the public profile and communications strategies of the Local.

7.2 Duties of the Chairperson

The Chairperson of the Public Relations Committee is the person designated by the Local whose responsibility it is to manage the relationships between the Local and its diverse publics, through the use of communication, to achieve mutual understanding and realize the goals of the Local. The Chairperson of the Public Relations Committee shall:

- a) under direction of the Local Executive, apply for a PR grant available to all associations through the Manitoba Teachers' Society to promote the Association;
- b) assist the Local when necessary in all areas of communication;
- c) edit the Local's Newsletter;
- d) assist in maintaining a current website for the Local;
- e) oversee the SRTA Education Scholarship program that offers a scholarship to a graduating student of each senior high school in the Seine River School Division;
- f) liaise with Manitoba Teachers' Society communications staff and consult the Society's Public Relations Representative for advice on news releases, media calls, and general association communication; and
- g) help disseminate information about the Society's internal and external PR efforts, such as the bonspiel, hockey and golf tournaments, Young Humanitarian Awards, Teddy Bear's Picnic, and Operation Donation.

7.3 SRTA Education Scholarship

- a) An annual award will be presented to a graduating student at each SRSD high school. This scholarship is designed for students who are entering the first year of a post-secondary program. Applicants must indicate their desire to work with students/youth. Preference will be given to students who are planning to become a teacher. Other areas including Social Worker, Early Childhood Educator, Youth Care Worker may be considered.
- b) Members at the high schools can nominate graduating students, or students may approach Members to support them in their application.

- c) Applications must be completed on a "Seine River Teachers' Association Education Scholarship Application". Each application must be accompanied with a letter of recommendation by a Member.
- d) The recipients of this award will demonstrate a strong academic standing and work ethic, personal integrity, excellent communication skills, interpersonal skills, leadership abilities and a commitment to learning. These students have a positive relationship with staff and serve as a mentor to their peers.
- e) The award recipient will be determined by each school, and notice shall be sent to the Chairperson of the Public Relations Committee and the President no later than May 31.
- f) The President and/or Vice-President shall present the scholarship on behalf of the Local during the school's graduation ceremony.

PART VIII WELLNESS COMMITTEE

8.1 Terms of Reference

The Wellness Committee shall address issues related to Member well-being and social events.

8.2 Duties of the Chairperson

The Chairperson of the Health and Wellness Committee is the person designated by the Local whose responsibility it is to see that the physical, mental, nutritional and emotional health of Members is supported by the Local. The Chairperson of the Health and Wellness Committee shall:

- a) be knowledgeable of the various wellness programs that the Society provides for members;
- b) organize and implement social activities, as stipulated by the Local;
- c) co-ordinate activities organized by various schools or committees, on behalf of the Local;
- d) accept and review the Health and Wellness Fund applications and send them to the Local President for a second review and approval; and
- e) reserve facilities for all Local Executive, Council, and Member meetings.

PART IX WORKPLACE SAFETY AND HEALTH COMMITTEE

9.1 Terms of Reference

The Workplace Safety and Health Committee shall address issues related to Member safety and health, Workplace Safety and Health member education, Workplace Safety and Health Committees, and Workplace Safety and Health emergent issues.

9.2 Duties of the Chairperson

The Chairperson of the Workplace Safety and Health Committee is the person designated by the Local whose responsibility it is to ensure that all Members have a safe and healthy environment in which to work. The Chairperson of the Workplace Safety and Health Committee shall:

- a) be knowledgeable of all aspects of the divisional policies regarding workplace safety and health;
- b) be knowledgeable of the provincial Workplace Safety and Health Act and Regulations;
- c) assist workers and the employer to identify, record, examine, evaluate and resolve safety and health concerns in the workplace;
- d) develop practical procedures and conditions to help achieve the highest possible degree of safety and health in the workplace;
- e) promote education and training programs to develop detailed knowledge of safety and health concerns and responsibilities in each individual in the workplace; and
- f) facilitate the dissemination of information related to Workplace Safety and Health to Members.

POLICY III

PROFESSIONAL PRACTICE

PART I PERSONNEL

- 1.1 Congratulatory Messages
- 1.2 Anonymous Evaluations
- 1.3 Teacher Evaluation
- 1.4 Divisional Personnel Files
- 1.5 Employment Intent Form
- 1.6 Volunteers
- 1.7 Substitute Teachers
- 1.8 Strikes of Non-Teaching Personnel

PART II PUBLIC EDUCATION

- 2.1 Resource Programming
- 2.2 Student Services
- 2.3 Commercial Advertisements in School
- 2.4 Discrimination
- 2.5 Equality of Opportunity
- 2.6 Harassment
- 2.7 Trustee Elections

PART III SCHOOL ACTIVITIES

- 3.1 Extra-curricular Activities
- 3.2 Preparation Time
- 3.3 Staff Meetings

PART IV DIVISIONAL ACTIVITIES

- 4.1 Orientation for New Teachers
- 4.2 Offsite Professional Development
- 4.3 Overnight PD Staff Retreats

PART I PERSONNEL

1.1 Congratulatory Messages

The President shall, upon being informed, send congratulatory messages to Members who have been recognized for outstanding professional and/or personal achievements. Dependent upon circumstances and content, a congratulatory message may also be included in the next Local newsletter.

The President shall, upon being informed, send congratulatory messages to members of the Division administration and any Board Members who have been recognized for outstanding professional and/or personal achievements.

1.2 Anonymous Evaluations

The Local opposes anonymous evaluations of its members. Anonymous evaluations may include any verbal or written parental complaint.

1.3 Teacher Evaluation

The following is the position of the Local with respect to teacher evaluation:

- a) its primary purpose is the promotion of professional and personal growth;
- b) it is conducted in a professional, humane manner;
- c) evaluation directives and procedures used do not require staff to break confidentiality in performing their professional duties, or make unwarranted intrusions on the professional autonomy of the teacher; and
- d) unless otherwise stated, a staff member's signature on an evaluation document means only acknowledgement of its content, not concurrence with said document.

1.4 Divisional Personnel Files

It is the position of the Local that personnel files shall be handled according to the following:

- a) Limitations of File Contents: The Members' personnel files should be limited to any or all of the following:
 - i. Application
 - ii. Resume
 - iii. Contract
 - iv. Academic qualifications
 - v. Evaluation reports which have been acknowledged by the signature of the Member
 - vi. Record of employment with the Division
 - vii. Records of educational trips, attendance at workshops, positional appointments and committee work pertaining to education
 - viii. Records of awards
 - ix. Personal leave
 - x. Any documentation which the teacher considers relevant

b) Requirements for Additions to the Personnel File:

- i. The Member shall be informed of, and receive a copy of, any material before it is placed in the file and be given the opportunity to add their comments or interpretations of such items and be given a copy of such material.
- ii. The Member shall have the right to request that specific documents, which the Member considers relevant, be added to the file.

1.5 Employment Intent Form

It is the position of the Local that the Employment Intent Forms that are circulated each year are not binding and that such a form does not limit a member's ability to compete for any available position.

1.6 Volunteers

- a) It is the position of the Local that no volunteers shall be used for the staffing of schools.
- b) Volunteers shall carry out any clerical, supervisory or mechanical duties under the direct or indirect supervision of a certified teacher.
- c) All volunteers shall receive the supervising teacher's consent before presenting themselves to the classroom for work.

1.7 Substitute Teachers

It is the position of the Local that all concerns regarding the substitute's performance in the classroom shall be addressed with the substitute first, as per the Code of Professional Practice.

1.8 Strikes of Non-Teaching Personnel

It is the position of the Local that Members shall remain neutral in the event of a strike by any non-teaching union group working in the Division. Members shall continue to carry out their legislated duties (*Public Schools Act*, section 283).

Members shall be cognizant of maintaining normal school health and safety conditions but should not be required to perform duties outside of their typical assignment. This includes, but is not limited to, maintenance repairs of school facilities.

PART II PUBLIC EDUCATION

2.1 Resource Programming

The Local believes that all students in Seine River have access to adequate resource teacher assistance and that all schools have effective resource programs.

2.2 Student Services

The Local believes that all students in Seine River are entitled to the full range of student support services, including full-time resource teachers, guidance counsellors, and learning support teachers in each school, regardless of the limits imposed within or without the Division.

2.3 Commercial Advertisements in School

The Local opposes partnerships and agreements that subject teachers and students to commercial advertisements within the school.

2.4 Discrimination

- a) The Local opposes any promotion of racist or discriminatory ideologies by an elected official, the news media, or from any other source.
- b) The Local advocates that no one promoting racist or discriminatory views shall be permitted membership in the Society or have the right to teach our children.

2.5 Equality of Opportunity

- a) The Local supports equality for all students, regardless of sex, race, religion, sexual orientation, etc.
- b) The Local advocates that materials used in schools shall be non-discriminatory in language and content.

2.6 Harassment

The Local supports a teacher's right to follow the provisions in the Code of Professional Practice, or regarding harassment by peers, administration or employer, as well as following the provisions as outlined in the Collective Agreement and in the Manitoba Workplace Safety and Health Act and Regulations

2.7 Trustee Elections

The Local may promote participation during School Board elections by:

- a) informing all members in the Division of an upcoming election and providing them with the names of the candidates and a brief outline of their experience; and
- b) circulating a series of questions to candidates dealing with provincial and local election issues and publishing the responses in the Local newsletter.

The Local shall not support any particular candidate, nor shall it seek candidates of its own.

PART III SCHOOL ACTIVITIES

3.1 Extra-curricular Activities

All extra-curricular activities by Members are voluntary as per the Collective Agreement. No Member shall use any undue force, coercion or threat in an effort to engage another Member in participating in extra-curricular activities.

3.2 Preparation Time

It is the position of the Local that Preparation Time, as bargained in the Collective Agreement, shall be used solely by the teacher for the preparation of classes. Administrative, school or student-related meetings shall occur outside this time.

3.3 Staff Meetings

- a) It is the position of the Local that staff meetings should be no longer than 1.5 hours in length, unless advance notice is provided and agreed to by all staff.
- b) School-based professional development shall occur during professional development days.

PART IV DIVISIONAL ACTIVITIES

4.1 Orientation for New Teachers

It is the position of the Local that any teacher attending a Divisionally-initiated orientation session outside of the instructional day be compensated.

4.2 Offsite Professional Development

The Local shall support any member who does not wish to attend offsite Professional Development that could infringe on personal and family time and/or could present extra financial implications.

4.3 Overnight PD Staff Retreats

The Local supports PD Overnight Staff Retreats if:

- a) kilometrage were paid from the school to the venue and back to the school, at divisional kilometrage rates;
- b) hotel and meal costs were totally covered;
- c) Members had the option of staying overnight or travelling in the morning; and
- d) the agenda had built-in travel times to avoid extra child care costs, etc.

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SEINE RIVER
TEACHERS' ASSOCIATION