

Constitution

of the

Regina Public School Teachers’ Association

est. Dec. 1965



RPSTA
Regina Public School Teachers' Association

Approved by Assembly Sept. 21st, 2020

Pending approval of STF

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Preamble

The purpose of this constitution is to provide a philosophical and operational framework for the work of the Regina Public School Teachers' Association. It is intended to provide guidance to those who undertake the work of the organization and to ensure compliance with the bylaws of the Saskatchewan Teachers' Federation. It is intended to be used in conjunction with the Regina Public School Teachers' Association policies.

Article I NAME

The name of this organization shall be the Regina Public School Teachers' Association (RPSTA), and shall operate as a local association of the Saskatchewan Teachers' Federation (STF).

The constitution and policies of the RPSTA must be consistent with the legislation, bylaws and policies of the STF.

Article II PURPOSE

- 2.1 The purpose of the RPSTA is to:
- a) further the objectives of the STF provincially and locally;
 - b) support the professional growth of members;
 - c) bargain collectively on behalf of members for a local collective agreement subject to the bargaining provisions of *The Education Act, 1995*;
 - d) support effective communication between members; the Federation, and the Regina Public School Division #4 (RPSD);
 - e) ensure effective representation of members in Federation affairs;
 - f) promote the health and well-being of members.
- 2.2 As per STF Bylaw, the RPSTA shall not make representation to the provincial government or any member, branch or agency without the explicit approval of the STF Executive.

Article III MEMBERSHIP

- 3.1 The membership of the RPSTA shall consist of those members of the STF, who:
- a) are under contract to the RPSD;
 - b) are employed in independent schools; or associate schools affiliated with RPSD;
 - c) are substitute teachers who substitute in the RPSD, an independent or associated school affiliated with RPSD and have become a member of this local for the current school year under STF Bylaw;
 - d) pay fees to the RPSTA.

Article IV FEES

- 4.1 The RPSTA may levy membership fees upon their membership to support the work of the local association.
- 4.2 The fees shall be determined at the Annual General Meeting (AGM).
- 4.3 Every member is obligated to pay to the RPSTA any fee that is duly levied, and failure to pay such fees shall be considered a matter contrary to the collective interests of teachers.

Article V GOVERNANCE

The RPSTA governance structure is based on three primary bodies: the membership, the Assembly of School Representatives and the Executive Council. Within these bodies there are specific roles and duties assigned to their members. The following section deals with the roles, responsibilities and authority of the Executive Council, Councillors and Assembly representatives.

5.1 GENERAL MEETINGS

- 5.1.1 General meetings are important events in the RPSTA's accountability and governance responsibilities. Every effort must be made to ensure that members participate in these meetings.
- 5.1.2 The RPSTA may hold General Meetings as the need arises.
 - 5.1.2.1 The Executive Council or Assembly shall establish the place, time and date of such meetings.
 - 5.1.2.2 General Meetings are open to members of the RPSTA and guests of the Assembly.
 - 5.1.2.3 All members may vote on any motion at General Meetings.
- 5.1.3 The RPSTA must hold an Annual General Meeting (AGM).
 - 5.1.3.1 The AGM will be held prior to the end of the school year. Notwithstanding, the Executive Council may, in exigent circumstances, delay, postpone or re-schedule the AGM to a date, place and time to be determined.
 - 5.1.3.2 The AGM shall be open to all members of the RPSTA. Notice of the AGM shall be provided to all RPSTA members at least one month prior to the meeting.
 - 5.1.3.3 Agenda items for the AGM shall include motions to approve:
 - a) the minutes of the last AGM;
 - b) the annual budget;
 - c) establishment of the annual membership fees;
 - d) the audited financial statement;
 - e) acceptance of annual committee reports;
 - f) proposed policy, procedures and constitutional amendments.
 - 5.1.3.4 A separate set of minutes shall be distributed and filed for the AGM.

5.2 THE ASSEMBLY OF SCHOOL REPRESENTATIVES

- 5.2.1 The Assembly shall be the voice of the membership. It serves as the primary vehicle for communication between members and the Executive Council. It receives and reviews regular reports of the RPSTA's activities including committee reports, financial reports, as well as any activities of the Executive Council. It may pass motions to direct the RPSTA's activities provided they are in accordance with the RPSTA's constitutional purpose and articles.
- 5.2.2 The Assembly shall meet no fewer than eight times in a year. The time and place shall be determined by the Executive Council.
- 5.2.3 Quorum for an Assembly meeting shall be two thirds of those representatives present at the announced start time.
- 5.2.4 Decisions of Assembly are made by a vote, to which a simple majority of those voting constitutes the moving of a motion.
- 5.2.5 The Assembly shall consist of:
- 5.2.5.1 All members of the Executive Council and councillors.
 - 5.2.5.2 Elected Representatives from schools, referred to hereafter as Assembly Representatives;
 - a) each school staff shall elect their Assembly Representatives based on the ratio of one representative for every twelve full time equivalents, or portion thereof, ~~of~~ **from** the staff of that school.
 - b) all members of the RPSTA who work at or from Central Office shall be considered the staff of one school.
 - 5.2.5.3 Up to three representatives elected by the Substitute Teacher Committee;
- 5.2.6. The Speaker of the Assembly (Speaker) shall be elected from the Assembly at the first meeting of the school year.
- 5.2.6.1 The term of office shall continue until June 30;
 - 5.2.6.2 One additional Assembly Representative may be elected from the school of the Speaker for the duration of the time that they serve as the Speaker, if required.
 - 5.2.6.3 In the event that no one puts forth a name to be Speaker it shall become the duty of the Vice-President to assume the role of Speaker until such time as one is elected from the Assembly.

5.3 EXECUTIVE COUNCIL

- 5.3.1 The Executive Council is an elected body responsible for the governance, finances, and purposes of the association.
- 5.3.1.1 The number on Executive Council shall consist of not less than eight and up to twelve members.
 - 5.3.1.2 The Executive Council shall meet at least ten times during the calendar year.

- 5.1.3.3 Quorum at Executive Council meetings shall be two-thirds of the total number of Executive Councillors. Should the number of Executive Councillors drop below the two-thirds required for quorum then the meeting shall be called to a close.
- 5.1.3.4 Executive Councillors are responsible for following the RPSTA Executive Council Code of Conduct.

Article VI COMMITTEES

6.1 Membership

- 6.1.1 All members of the RPSTA shall have the opportunity and be encouraged to serve on committees established by the RPSTA or the STF.
- 6.1.2 All members sitting on committees are governed by the RPSTA policy regarding teacher membership on committees.
- 6.1.3 The President of the RPSTA shall be an ex-officio member of all committees.
- 6.1.4 It is the responsibility of all committees to regularly report to Executive Council.

6.2 Standing Committees

- 6.2.1 The RPSTA shall establish standing committees as are deemed necessary for the operation of the RPSTA.
- 6.2.2 The RPSTA shall establish standing committees in the following areas:
- a) Local Implementation and Negotiation Committee (LINC)
 - i) LINC is responsible for the negotiating and monitoring of the local collective bargaining agreement with RPSD;
 - b) Teacher Welfare Committee(s) designed to promote and safeguard the interests of teachers and to secure conditions, which will make possible the best professional service;
 - c) Professional Development Committee(s) which provide opportunities for professional growth and/or provide resources that support teachers;
 - d) Communications Committee(s) developed to keep the RPSTA membership and the public informed about education in general and about teachers' concerns in particular;
 - e) Substitute Teacher Committee responsible for sharing with the Executive Council issues and concerns that affect the unique role of substitute teaching;
 - f) Policy and Governance Committee(s) responsible for Elections, Constitutional review and Policy.

6.3 Ad Hoc Committees

- 6.3.1 The RPSTA may establish Ad Hoc Committees as required for the benefit of its members.

Article VII OFFICERS

7.1 Councillor

- 7.1.1 Councillors are elected representatives of the RPSTA in accordance with STF Bylaws.
- 7.1.2 One Councillor position will be designated for a substitute teacher through election.
- 7.1.3 Councillor terms are for one year.
- 7.1.4 The elected terms of office shall begin July 1 following election and terminate June 30.

7.2 Executive Councillor

- 7.2.1 Executive Councillors shall be members of the RPSTA on a continuing contract.
- 7.2.2 If an Executive Councillor is elected to serve on the Executive of the STF, that STF Executive member shall resign their position on the RPSTA Executive Council upon commencement of STF Executive duties.
- 7.2.3 All positions on Executive Council are for two-year terms.
- 7.2.4 Executive Councillors shall fulfill the duties of STF Councillor as defined by the STF bylaws.
- 7.2.5 Executive Councillors shall receive an annual stipend.

7.3 President

- 7.3.1 The President shall be an officer of the RPSTA.
- 7.3.2 The President shall be one of the signing officers on behalf of the RPSTA for any financial transactions as approved by the Executive, Assembly or General Assembly.
- 7.3.3 The President shall be responsible for the day to day operations of the RPSTA.
- 7.3.4 The President shall receive an annual stipend.

7.4 Vice-President

- 7.4.1 The Vice-President shall be an officer of the RPSTA.
- 7.4.2 The Vice-President shall be a signing officer on behalf of the RPSTA for any financial transactions as approved by the Executive, Assembly or General Assembly.
- 7.4.3 The Vice-President shall receive an annual stipend.

7.5 Local Implementation and Negotiation Committee (LINC) Chair

- 7.5.1 The Chair of LINC shall be a member of the Executive Council appointed by the Executive Council.
- 7.5.2 The Chair is the spokesperson responsible for all communications on behalf of the LINC team (when communicating with the Chair of the RPSD Board's negotiating team, the STF, Executive Council and the membership).

7.5.3 The Chair is responsible to ensure that all LINC processes, policies and procedures are followed.

7.6. Treasurer

7.6.1 The Treasurer shall be an elected member of the Executive Council.

7.6.2 The Treasurer shall be elected by the Executive Council and shall be responsible for the financial accounting of the RPSTA.

7.7 Secretary

7.7.1 The Secretary shall be an elected member of the Executive Council.

7.7.2 The Secretary shall be elected by the Executive Council and shall be responsible for the recording and reporting of the minutes of the Executive Council.

Article VIII ELECTIONS and VACANCIES

The RPSTA believes that its members have the right and responsibility to participate in a transparent and open democratic process in choosing its representatives. A clear and simple process that encourages active member participation is critical for good governance.

8.1 Elections

8.1.1 Assembly Representatives shall be elected internally within each school before the first Assembly Meeting of that school year.

8.1.2 Executive Council will confirm the number of vacancies for annual election, the election process, and dates elections will be held.

8.1.3 The Chief Returning Officer (CRO) shall be the Chairperson of the Elections Committee responsible for elections.

a) In the event that the CRO wishes to stand for election as Councillor, member of Executive Council, Vice-President or President, another RPSTA member not seeking election shall be appointed CRO by the Executive Council.

8.1.4 The following positions will be elected in the RPSTA:

a) President

i) The President's position shall be the first Executive Council position elected and shall be a two year term.

ii) Any continuing contract teacher with the RPSD can run for the position of President.

b) Vice-President

i) The Vice-President's position shall be the second Executive Council position elected and shall be a two year term.

ii) Any continuing contract teacher with the RPSD can run for the position of Vice-President.

c) Executive Council

i) The Executive Council shall be elected immediately following the President and Vice-President and shall be a two year term.

ii) Any continuing contract teacher with the RPSD can run for a position on Executive Council.

d) Councillor(s)

- i) The number of councillors elected shall be determined by STF bylaws.
- ii) Councillors shall attend Assembly meetings and have a vote.

8.2. Vacancies

8.2.1 President

a) In the event the President is unable to fulfill their term, the Vice-President shall assume the responsibilities of the President until such time as the President is able to return to their duties or until the end of the term.

8.2.2 Vice-President

a) In the event the Vice-President is unable to fulfill their term, the Executive council shall select a member of the Executive Council to assume the position of the Vice-President until such a time as the Vice-President is able to return to their duties or until the end of the term.

8.2.3 Executive Council

a) If a member of the Executive Council is unable to fulfill their term, the Executive Council shall select a councillor to fill the vacancy. If no councillor is able or willing to fill the vacancy, Assembly shall fill the vacancy through election.

8.2.4 Councillors

a) It shall be the responsibility of the Assembly to maintain the Executive **Council** and the councillors' positions at full complement.

Article IX REMOVAL FROM OFFICE

The RPSTA believes strongly in the codes and standards of the profession and therefore has established the RPSTA Executive Council Code of Conduct. Any complaint under the Code of Conduct should be taken seriously, and dealt with expeditiously, to protect the integrity of both the Association and its members.

9.1 A member of the Executive Council may be removed from office for a violation of the RPSTA Executive Council Code of Conduct.

9.2 Any member in good standing may put forward a written complaint to the President or Vice-President to request the removal of a member from Executive Council.

9.3 A Special meeting of the Executive Council shall be called by the President or designate within 10 working days of receipt of request to review the question of removal, and shall occur within 30 working days of the request.

9.4 The Executive Councillor about whose conduct is in question shall be given notice of the criticism not less than 48 hours in advance of the special meeting.

9.5 A motion of two-thirds support of the Executive Council members eligible to vote is required to recommend removal.

- 9.6 The Executive Council, upon completion of any investigation and decision on the matter of removal ~~or sanction~~ of an Executive Councillor, will bring a motion to remove, to the membership at a General Meeting. The General Meeting must approve the motion by a simple majority.
- 9.7 The following conditions shall prevail in all proceedings related to removal from office:
- 9.7.1 A notice of motion shall be presented to the membership at least three full days ahead of the General Meeting.
- 9.7.2 An opportunity shall be provided to the subject(s) representatives and the movers of the motion to address both the Executive Council and General Assembly.
- 9.7.3 No motion of the Executive Council to remove from office shall stand for over 30 days without calling a General Meeting.

Article X POLICY AND PROCEDURES

The RPSTA shall keep a Policy and Procedures manual that governs the specifics for each article of the constitution and how they shall be carried out.

Article XI FINANCIAL MATTERS

The RPSTA shall establish financial policy that clearly defines the administration of expenses, conflicts of interest, payments and other matters which ensure acceptable financial practices.

- 11.1 The financial records of the RPSTA shall be audited annually.
- 11.2 An audited financial statement shall be presented at the AGM.
- 11.3 The Executive shall name an auditor annually.

Article XII AMENDMENTS

- 12.1 Notice of motion to amend this Constitution must be given orally and in writing at a regular meeting of the Assembly a minimum of at least one month prior to the vote being taken.
- 12.2 Constitutional amendments shall be voted upon at the AGM. A simple majority shall be required for ratification of each amendment.
- 12.3 Constitutional amendments may also be made at a General Meeting provided one month's notice is given, and must be passed with a two-thirds majority of members in attendance.
- 12.4. The policy and procedures manual can be amended according to the same process as the Constitution.
- 12.5 The Constitution shall come into effect upon approval of the STF Executive.

Article XIII DISSOLUTION OF THE LOCAL ASSOCIATION

- 13.1 The RPSTA may be dissolved by a majority vote of the membership at a General Meeting at which one month's notice has been given advising the membership of the intention to dissolve.
- 13.2 In the event the RPSTA is dissolved or amalgamated, it shall be the responsibility of the Executive Council to dispose of financial and physical assets of the local association according to relevant financial policy.
- 13.3 The records and archival materials of the local shall become the property of the STF to do with as it deems appropriate.