

# CONSTITUTION OF THE REGINA PUBLIC SCHOOL TEACHERS' ASSOCIATION

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# CONSTITUTION OF THE REGINA PUBLIC SCHOOL TEACHERS' ASSOCIATION

## **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 local association of the Saskatchewan Teachers' Federation, hereafter known as the STF, shall be the "Regina Public School Teachers' Association", referred to hereafter as the RPSTA.

## **Article II        PURPOSE**

The purpose of the RPSTA is:

- A. To promote the best interests of teaching and learning;
- B. To promote and support professional growth interests of its members;
- C. To make provision for the negotiation of a local collective bargaining agreement or agreements in accordance with the provisions of the Education Act, 1995 and such policies as may be adopted by the STF;
- D. To stimulate intellectual and professional activity of its members;
- E. To promote effective communication between its members; members and school board members; members and Regina Public Schools Senior Administration; and members and the STF;
- F. To ensure effective representation in STF affairs;
- G. To support both the aims and objectives, as well as the policies and bylaws of the STF;
- H. To promote the health and well-being of members.
- I. To provide to the STF such information as may be requested from time to time;
- J. To ensure an effective means for the communication to all members of any information provided by the STF.

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## Article III MEMBERSHIP

The membership of the RPSTA shall consist of those members of the STF, who:

- A. are under contract to the Regina School Division #4;
- B. are employed in independent schools or associate schools affiliated with Regina School Division #4;
- C. are Substitute teachers who have substituted in the Regina School Division, an independent or associated school affiliated with Regina School Division #4 and have become a member of this local for the current school year under STF Bylaw:
- D. Pay annual fees to the RPSTA.

## Article IV FEES

- A. The RPSTA may levy membership fees upon their membership to support the work of the local Association.
- B. The fees shall be determined at the AGM.

## 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 school representatives.**

### A. COUNCILLOR

- a) Councillors are elected representatives of the RPSTA in accordance with STF Bylaws.
- b) One representative from the Regina Public School Substitute Teachers' Association, referred to hereafter as RPSSTA, as selected by their executive or members of that group, shall serve as an RPSTA Councillor. The RPSSTA Representative fulfills the role of an STF Councillor on behalf of the RPSTA.
- c) Councillor terms are for one year.
- d) The elected terms of office shall begin July 1 following election and terminate June 30 at the end of the elected term.

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## **B. EXECUTIVE COUNCIL**

The Executive Council is an elected body responsible for the governance, finances, and purposes of the association. It operates under the following parameters:

- a) The number on Executive Council shall consist of not less than eight and up to twelve members.
- b) The Executive Council shall meet at least ten times during the calendar year but may meet as often as is required.
- c) 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.
- d) Executive Councillors are responsible for following the RPSTA Executive Council Code of Conduct.

## **C. ROLES OF EXECUTIVE COUNCIL**

### **1. Executive Councillor**

- a) Executive Councillors shall be members of the RPSTA on a continuing contract.
- b) If an Executive Councillor is elected to serve on the Executive of the STF, that STF Executive member shall resign his or her position on the RPSTA Executive upon commencement of STF Executive duties.
- c) All positions on Executive Council are for a two year term.
- d) Executive Councillors shall fulfill the duties of STF Councillor as defined by the STF bylaws.
- e) Executive Councillors shall receive an annual stipend.

### **2. President**

- a) The President shall be an officer of the Association.
- b) 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.
- c) The President shall be responsible for the day to day operations of the Association.
- d) The President shall receive an annual stipend.

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## 3. **Vice-President**

- a) The Vice-President shall be an officer of the Association.
- b) 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.
- c) The Vice-President shall receive an annual stipend.

## 4. **Local Implementation and Negotiation Committee (LINC) Chair**

- a) The Chair of LINC shall be a member of the Executive Council appointed by the Executive Council.
- b) The Chair is the spokesperson responsible for all communications on behalf of the LINC team (when communicating with the Chair of the Regina Public School Board's negotiating team, the STF, Executive Council and the membership).
- c) The Chair is responsible to ensure that all LINC processes, policies and procedures are followed.

## 5. **Treasurer and Secretary**

### a) **Treasurer**

- (i) The Treasurer shall be an elected member of the Executive Council.
- (ii) The Treasurer shall be elected by the Executive Council and shall be responsible for the financial dealings of the Association.

### b) **Secretary**

- (i) The Secretary shall be an elected member of the Executive Council.
- (ii) 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.

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## D. Vacancies

### a) President

In the event the President is unable to fulfill his or her term, the Vice-President will assume the position of the President until such time as the President is able to return to his or her duties or until the end of the term.

### b) Vice-President

In the event the Vice-President is unable to fulfill his or her 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 his or her duties or until the end of the term.

### c) Executive Council

If a member of the Executive Council is unable to fulfill his or her 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.

### d) Councillors

It shall be the responsibility of the Assembly to maintain the Executive and the Councillors positions at full compliment.

## E. THE ASSEMBLY OF SCHOOL REPRESENTATIVES

**The Assembly shall be the voice of the membership. It serves as the primary vehicle for communication between members in the field and the Executive Council. It receives and reviews regular reports of the Association's activities including committee reports, financial reports, as well as any activities of the Executive Council. It may pass motions to direct the Association's activities provided they are in accordance with the Association's constitutional purpose and articles.**

1. The Assembly shall meet no fewer than eight times in a year. The time and place shall be determined by the Executive Council.
2. Quorum for an Assembly meeting shall be two thirds of those representatives present at the announced start time.
3. Decisions of Assembly are made by a vote, to which a simple majority of those voting constitutes the moving of a motion.
4. The Assembly shall consist of:
  - a) All members of the Executive Council and Councillors.

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- b) Representatives from schools as defined in Article III, referred to hereafter as Assembly Representatives;
  - i) 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 the staff of that school.
  - ii) All members of the association who work at or from Central Office shall be considered the staff of one school.
- c) Three additional representatives named by the Regina Public School Substitute Teachers' Association;

## 5. The Speaker of the Assembly

- a) The Speaker of the Assembly, referred to hereafter as the Speaker, shall be elected from the Assembly Representatives at the first meeting of the school year.
- b) The term of office shall continue until June 30;
- c) One additional Assembly Representative may be elected from the school of the Speaker for the duration of the time that he/she serves as the Speaker.
- d) 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.

## Article VI GENERAL MEETINGS

**General meetings are important events in the association's accountability and governance responsibilities. They are also important events for members to actively participate in. Every effort must be made to ensure that members participate in these meetings.**

- A. The Association may hold General Meetings as the need arises.
  - 1. The Executive Council or Assembly shall establish the place, time and date of such meetings.
  - 2. General Meetings are open to members of the RPSTA and guests of the Assembly.
  - 3. All members may vote on any motion at General Meetings.
- B. The RPSTA must hold an Annual General Meeting, hereafter known as the AGM.
  - 1. The AGM will be held prior to the end of the school year.

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2. Notice of the AGM shall be provided to all Association members at least one month prior to the meeting.
3. The AGM shall be open to all members of the Association.
4. Agenda items for the AGM shall include motions to approve:
  - a) the Minutes of the last Annual General Meeting;
  - b) the Annual Budget;
  - c) establishment of the Annual Membership Fees;
  - d) the Audited Financial Statement;
  - e) acceptance of Annual Committee Reports;
  - f) and proposed Policy, Procedures and Constitutional Amendments;
5. A separate set of Minutes shall be distributed and filed for the AGM.

## Article VII ELECTIONS

**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.**

- A. Assembly Representatives shall be elected internally within each school before the first Assembly Meeting of that school year.
- B. Executive Council will approve the vacancies for election, the election process, and dates elections will be held.
- C. The Chairperson of the Elections Committee shall be the Chief Returning Officer, responsible for the election of Councillors, Executive Council members, the President and the Vice-President.
  1. In the event that the Chair of the Elections Committee wishes to stand for election as Councillor, member of Executive Council, President or Vice-President, another RPSTA member not seeking election shall be appointed Chief Returning Officer by the Executive Council.
- D. The following positions will be elected in the RPSTA:
  1. President
    - a) The President's position shall be the first Executive Council position elected and shall be a two year term.
    - b) Any continuing contract teacher with the Regina Public School Division can run for the position of President.

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2. Vice-President
  - a) The Vice-President's position shall be the second Executive Council position elected and shall be a two year term.
  - b) Any continuing contract teacher with the Regina Public School Division can run for the position of Vice-President.
3. Executive Council
  - a) The Executive Council shall be elected immediately following the President and Vice-President and shall be a two year term.
  - b) Any continuing contract teacher with the Regina Public School Division can run for a position on Executive Council.
  - c) The candidates with the most votes shall be declared elected to the number of positions vacant.
4. Councillor(s)
  - a) The number of Councillors elected, shall be determined by STF Bylaw.
  - b) Councillors shall attend Assembly meetings and have a vote.

## **Article VIII COMMITTEES**

- A. Membership
  1. All members of the RPSTA shall have the opportunity and shall be encouraged to serve on committees established by the Assembly, Executive Council and/or the STF.
  2. All members sitting on committees are governed by the RPSTA policy regarding teacher membership on committees.
  3. The President of the Association shall be an ex-officio member of all committees.
  4. It is the responsibility of all committees to regularly report to Executive Council.
- B. Standing Committees
  1. The Assembly shall establish standing committees as are deemed necessary for the operation of the Association.
  2. The Association shall establish Standing Committees in the following areas:
    - a) Local Implementation and Negotiation

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The LINC committee is responsible for the negotiating and monitoring of the local collective bargaining agreement with Regina School Division #4

b) Teacher Welfare.

Committees designed to promote and safeguard the interests of teachers and to secure conditions, which will make possible the best professional service.

b) Professional Development

Committees which provide opportunities for professional growth and/or provide resources that support teachers.

c) Communications

Committees developed to keep the Association membership and the public informed about education in general and about teachers' concerns in particular.

C. Ad Hoc Committees

1. The Assembly may establish Ad Hoc Committees as required for the benefit of the Association.

D. Joint Committees

1. The Association may establish Joint Committees with outside organizations as deemed necessary.
  - a) Joint Committees may be established with the approval of the Assembly.
  - b) Joint Committees may be established through the bargaining and ratification process.

## **Article IX POLICY AND PROCEDURES**

- A. The Association shall keep a Policy and Procedures manual that governs the specifics for each article of the constitution and how they shall be carried out. It further guides the Association in how to study and change the Association.

## **Article X AMENDMENTS**

- A. 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.
- B. Amendments to the Constitution shall be voted upon at the AGM. A simple majority shall be required for ratification of each amendment.

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- C. 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.
- D. The policy and procedures manual can be amended according to the same process as the Constitution.

## **Article XI      AUDIT**

- A. The financial records of the Association shall be audited annually.
- B. An audited financial statement shall be presented at the AGM.
- C. The Executive shall name an auditor annually.

## **Article XII      REMOVAL FROM OFFICE**

**The RPSTA believes strongly in the STF Discipline Codes and 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.**

- A. A member of the Executive Council may be removed from office for a violation of the RPSTA Executive Council Code of Conduct.
- B. 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.
- C. A Special meeting of the Executive Council shall be called by the President or Vice-President within 10 working days of receipt of request, to review the question of removal, and occur within 30 working days of the request.
- D. The Executive Councillor about whose conduct is in question be given notice of the criticism not less than 48 hours in advance of the special meeting.
- E. A motion of eighty percent support of the Executive Council members eligible to vote is required to effect removal. The subject of the motion does not receive a vote.
- F. The Executive Council, upon completion of any investigation and decision on the matter of removal or sanction of an Executive Councillor, will inform the Assembly of the decision at the next meeting.

## **Article XIV      DISSOLUTION OF THE LOCAL ASSOCIATION**

- A. The local association 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.

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- B. In the event the local association is dissolved, it shall be the responsibility of the Executive Council at the time of dissolution to dispose of financial and physical assets of the local association according to the 'dissolution or amalgamation' policy.
- C. The records and archival materials of the local shall become the property of the STF to do with as it deems appropriate.

## Glossary of Terms

<b>AGM</b>	The Annual General Meeting
<b>Assembly</b>	RPSTA Schools Representative Assembly
<b>Assembly Meeting</b>	A duly called meeting of the Assembly
<b>Assembly Rep</b>	The title used to describe the elected school staff member that attends the Assembly meetings on behalf of their school
<b>Associate Schools</b>	Independent/ Private Schools under the jurisdiction of the Regina School Division #4
<b>Association</b>	RPSTA (Regina Public School Teachers' Association)
<b>Board</b>	Refers to the elected Trustees and appointed Senior Admin Staff of Regina School Division #4
<b>Constitution</b>	The belief statements of the Association
<b>Councillors</b>	Association members representing the RPSTA to the STF
<b>Education Centre</b>	J. A. Burnett Education Centre
<b>Executive Council</b>	The elected governing body of the RPSTA that represents its teachers and carries out the day to day operations of the Association.
<b>General Meeting</b>	A duly called meeting for all members of the Association including the Annual General Meeting
<b>LINC</b>	Local Implementation and Negotiation Committee who bargains on behalf of the Association with the Division.
<b>RPSTA</b>	Regina Public School Teachers' Association
<b>RPSSTA</b>	Regina Public School Substitute Teachers' Association
<b>Standing Committees</b>	Committees established to carry out business of the Association on an annual basis.
<b>STF</b>	Saskatchewan Teachers' Federation
<b>Speaker of the Assembly</b>	The elected Chairperson of the RPSTA Assembly
<b>System</b>	Regina School Division #4