

2024 UPDATE

# Constitution of the Regina Public School Teachers' Association

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## ARTICLE I - NAME

- 1.1. The name of this organization of the Saskatchewan Teachers' Federation, referred to hereafter as the "STF", shall be the Regina Public School Teachers' Association, referred to hereafter as the "RPSTA". The constitution, bylaws, and policies of the RPSTA are consistent with The Teachers' Federation Act, 2006 and the STF bylaws and policies.

## ARTICLE II - PURPOSE

- 2.1. The purpose of the RPSTA is to:
  - 1.1. Further the objectives of the STF provincially and locally
  - 1.2. Support the professional growth of the members
  - 1.3. Bargain collectively on behalf of the members for a local collective agreement subject to the bargaining provisions of The Education Act, 1995
  - 1.4. Support effective communication between members, the STF, and the Regina Public School Division #4 (RPSD)
  - 1.5. Ensure effective representation of members in federation affairs
  - 1.6. 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:
  - 1.1. Are under contract to the RPSD
  - 1.2. Are employed in independent schools, or associate schools affiliated with the RPSD
  - 1.3. Are substitute teachers who substitute in the RPSD, an independent or associated school affiliated with the RPSD and have become a member of this local for the current school year under STF Bylaw
  - 1.4. Pay fees to the RPSTA

## ARTICLE IX - FEES

- 4.1. The RPSTA may levy a fee upon its members to support the work of the local association. The amount of any fee must be based on considerations such as contract time, term of contract and agreements with its members in independent schools.
- 4.2. All fees to be levied upon its members by RPSTA must be approved through a vote at a meeting that is open to all members

- 4.3. Every member must pay to the local association any fee that is duly levied
- 4.4. The RPSTA levies, collects and communicates fees as described within the Fees Policy

## **ARTICLE V - GOVERNANCE**

- 5.1. 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 Assembly Representatives

### **5.2. General Meetings**

- 2.1. 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
  - 2.1.1. The RPSTA may hold General Meetings as the need arises.
  - 2.1.2. The Executive Council or Assembly shall establish the place, time and date of such meetings
  - 2.1.3. General Meetings are open to members of the RPSTA and guests of the Assembly
  - 2.1.4. All members may vote on any motion General Meetings.

### **5.3. Annual General Meeting (AGM)**

- 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 reschedule the AGM to a date, place and time to be determined
- 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.
- 3.3. Agenda items for the AGM shall include motions to approve:
  - 3.3.1. The minutes of the last AGM
  - 3.3.2. The annual budget
  - 3.3.3. Establishment of the annual membership fees
  - 3.3.4. The audited financial statement
  - 3.3.5. Acceptance of the annual committee reports
  - 3.3.6. Proposed policy, procedures and constitutional amendments
- 3.4. A separate set of minutes shall be distributed and filed for the AGM

### **5.4. Assembly of School Representatives**

- 4.1. Purpose
  - 4.1.1. 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.

- 4.1.2. The Assembly shall meet no fewer than eight times in a year. The time and place shall be determined by the Executive Council. The Executive Council may, in exigent circumstances, delay, postpone or reschedule a meeting of the Representative Assembly to a date, place and time to be determined by the Executive Council.
- 4.1.3. Quorum for an Assembly meeting shall be two thirds of those representatives present at the announced start time
- 4.1.4. Decisions of assembly are made by a vote, to which a simple majority of those voting constitutes the moving of a motion.
- 4.2. The Assembly shall consist of:
  - 4.2.1. All members of the Executive Council and Councillors
  - 4.2.2. Elected Representatives from schools, referred hereafter as Assembly Representatives
    - 4.2.2.1. Each school staff shall elect their Assembly Representatives based on the ratio of one representative for every twelve full time equivalents, or portion thereof, from the staff of that school.
    - 4.2.2.2. All members of the RPSTA who work at or from Central Office shall be considered the staff of one school
    - 4.2.2.3. Up to three representatives elected by the Substitute Teacher Committee

## **5.5. Speaker of Assembly**

- 5.1. The Speaker of the Assembly (Speaker) shall be elected from the Assembly at the first meeting of the school year
- 5.2. The term of office shall continue until June 30
- 5.3. 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
- 5.4. 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 a time as one is elected from the Assembly

## **5.6. Executive Council**

- 6.1. The Executive Council is an elected body responsible for the governance, finances, and administration of the association
- 6.2. The number on Executive Council shall consist of no less than eight and up to twelve members
- 6.3. The Executive Council shall meet at least ten times during the calendar year
- 6.4. 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

- 6.5. Executive Councillors are responsible for following the RPSTA Executive Council Code of Conduct

## ARTICLE VI - COMMITTEES

### 6.1. Membership

- 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

### 6.2. Committees

- 2.1. The RPSTA shall establish committees as are deemed necessary
- 2.2. All members sitting on committees are governed by the RPSTA policy on committees
  - 2.2.1. The President of the RPSTA shall be an ex-officio member of all committees
- 2.3. It is the responsibility of all committees to regularly report to Executive Council
- 2.4. The RPSTA shall establish committees in the following areas annually:
  - 2.4.1. **Local implementation and Negotiation Committee (LINC)**
    - 2.4.1.1. LINC is responsible for the negotiating and monitoring of the local collective bargaining agreement with RPSD
  - 2.4.2. **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
  - 2.4.3. **Professional Development Committee(s)** which provide opportunities for professional growth and/or provide resources that support teachers
  - 2.4.4. **Communications Committee(s)** developed to keep the RPSTA membership and the public informed about education in a general and about teachers' concerns in particular
  - 2.4.5. **Substitute Teacher Committee** responsible for sharing with the Executive Council issues and concerns that affect the unique role of substitute teaching
  - 2.4.6. **Policy and Governance Committee(s)** responsible for Elections, Constitutional review and Policy

# ARTICLE VII - ELECTED REPRESENTATIVES

## 7.1. Assembly Representative

- 1.1. Ensures RPSTA business is on the staff meeting agenda
- 1.2. Share staff concerns and asks questions of Executive members
- 1.3. Gather and maintain a non-RBE staff contact list
- 1.4. Post and share materials and minutes from Assembly
- 1.5. Annually invite other elected representatives (usually President or Vice-President) to their schools
- 1.6. Direct staff to access services of the RPSTA or STF

## 7.2. Councillor

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

## 7.3. Executive Councillor

- 3.1. Executive Councillors must be members of the RPSTA on a continuing contract
- 3.2. 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
- 3.3. All positions on Executive Council are for two-year terms
- 3.4. Executive Councillors are officers of the RPSTA
- 3.5. Executive Councillors shall fulfill the duties of STF Councillor as defined by the STF Bylaws
- 3.6. Executive Councillors shall receive an annual stipend
- 3.7. The following specific roles must be appointed from within Executive Council:

### 3.7.1. Treasurer

- 3.7.1.1. The Treasurer shall be responsible for the financial accounting of the RPSTA
- 3.7.1.2. The Treasurer shall be a signing officer on behalf of the RPSTA for any financial transactions approved by the Executive, Assembly or General Assembly
- 3.7.1.3. In the event the Treasurer role is taken by another named role, an Executive Councillor shall be appointed to be the third signing authority of the RPSTA

### 3.7.2. Secretary

- 3.7.2.1. The Secretary shall be responsible for the recording and reporting of the minutes of the Executive Council

## **7.4. Vice-President**

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

## **7.5. President**

- 5.1. The President shall be an Officer of the RPSTA
- 5.2. The President shall be one of the signing officers on behalf of the RPSTA for any financial transactions approved by the Executive, Assembly or General Assembly
- 5.3. The President shall be responsible for the day to day operations of the RPSTA
- 5.4. The President shall receive an annual stipend

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

- 6.1. 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)
- 6.2. The Chair is responsible to ensure that all LINC processes, policies and procedures are followed

# **ARTICLE VIII - ELECTIONS AND VACANCIES**

## **8.1. Elections**

- 1.1. All 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.
- 1.2. Assembly Representatives shall be elected internally within each school before the first Assembly Meeting of that school year
- 1.3. Executive Council will confirm the number of vacancies for the annual election, the election process, and the dates elections will be held
- 1.4. The Chief Returning Officer (CRO) shall be the Chairperson of the Elections Committee responsible for elections



- 1.5. In the event that the CRO wishes to stand for election as a Councillor, member of Executive Council, Vice-President or President, another RPSTA member not seeking election shall be appointed CRO by the Executive Council
- 1.6. The following positions shall be elected in the RPSTA:
  - 1.6.1. **President**
    - 1.6.1.1. The President's position shall be the first Executive Council position elected and shall be a two year term
    - 1.6.1.2. Any continuing contract teacher with the RPSD can run for the position of President
  - 1.6.2. **Vice-President**
    - 1.6.2.1. The Vice-President's position shall be the second Executive Council position elected and shall be a two year term
    - 1.6.2.2. Any continuing contract teacher with the RPSD can run for the position of Vice-President
  - 1.6.3. **Executive Council**
    - 1.6.3.1. The Executive Council shall be elected immediately following the President and Vice-President and shall be a two year term
    - 1.6.3.2. Any continuing contract teacher with the RPSD can run for a position on the Executive Council
  - 1.6.4. **Councillor(s)**
    - 1.6.4.1. The number of councillors elected shall be determined by STF Bylaws
    - 1.6.4.2. Councillors shall attend Assembly meetings and have a vote
    - 1.6.4.3. Any continuing contract teacher with the RPSD can run for a position as a Councillor

## 8.2. Vacancies

- 2.1. In circumstances where the election cannot be held prior to the expiration of the term of office, the members of the Executive Council (and Councillors) whose terms are set to expire, will have their terms of office extended until after the next General Meeting of the membership at which an election takes place
- 2.2. **President**
  - 2.2.1. In the event that the President is unable to fulfill their term the Vice-President shall assume the responsibilities of President until such a time as the President is able to return to their duties or until the end of the term
  - 2.2.2. The RPSTA will continue to reimburse the Board for the salary of the President until their term expires and their secondment ends, or they cease to be a member, unless they have been removed from office
- 2.3. **Vice-President**
  - 2.3.1. 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

#### 2.4. **Executive Council**

2.4.1. 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

#### 2.5. **Councillors**

2.5.1. It shall be the responsibility of the Executive Council to maintain the Councillors' positions at full compliment

#### 2.6. **Assembly Representatives**

2.6.1. It shall be the responsibility of each school to elect or appoint a Representative who attends RPSTA Assembly

## **ARTICLE IX - REMOVAL FROM OFFICE**

- 9.1. 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.
- 9.2. A Member of the Executive Council may be removed from office for a violation of the RPSTA Executive Council Code of Conduct or behaving in a manner contrary to the codes and standards of the teaching profession
- 9.3. 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 the Executive Council
- 9.4. 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
- 9.5. 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
- 9.6. A motion of two-thirds support of the Executive Council members eligible to vote is required to recommend removal
- 9.7. 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 of the motion by a simple majority.
- 9.8. The following conditions shall prevail in all proceedings related to removal from office:

- 8.1. A notice of motion shall be presented to the membership at least three full days ahead of the General Meeting
- 8.2. An opportunity shall be provided to the subject(s) representatives and the movers of the motion to address both the Executive Council and the General Assembly
- 8.3. No motion of the Executive Council to remove from office shall stand for over 30 days without calling a General Meeting

## **ARTICLE X - POLICIES AND PROCEDURES**

### **10.1. Approving and Rescinding Policy**

- 1.1. The RPSTA shall keep a Policy Manual that governs the specifics for each article of the Constitution and how they shall be carried out. The Constitution takes precedence over policy.
- 1.2. New Policies are granted interim approval by the Executive and come into effect immediately. These interim policies are reviewed and approved, amended, returned to the Executive for further review or defeated at General Meetings.
- 1.3. Policies approved at the General Meeting are added to the Policy Manual where they remain in effect until they are rescinded at a General Meeting
- 1.4. Policies describe the general functioning of the RPSTA. In extenuating circumstances, the Executive may vote to override a policy, which must be reported to the Assembly at the next meeting, with the relevant rationale.

### **10.2. Electronic Meeting Procedure**

- 2.1. Notwithstanding any thing contained in this Constitution, the Executive may determine that a General Meeting, meeting of the Assembly or meeting of the Executive be held entirely by means of telephonic, electronic or other communications facility
- 2.2. In the event such a meeting is to be held, the Executive shall, notwithstanding anything contained in this Constitution, establish the procedures for the conduct thereof including, without limitation, the procedures for voting by telephonic, electronic or other communications facility. The procedures shall be communicated to participants prior to the meeting commencing.
- 2.3. The Executive may authorize absent individuals to electronically attend meetings that are being held in person

# ARTICLE XI - FINANCIAL MATTERS

## 11.1. Financial Policy

- 1.1. The RPSTA shall establish financial policy that clearly defines the administration and management of expenses, conflicts of interest, payments and other matters, which ensure financial practices are transparent and accountable based on generally accepted accounting principles
- 1.2. The local association fiscal year shall be from July 1 of the current year to June 30 of the following year

## 11.2. Financial Review

- 2.1. An individual who is not a member of the local association shall be appointed by the Executive Council annually to conduct an audit or review of the financial record of the RPSTA and prepare a financial statement
- 2.2. The audit or review shall confirm adherence to the standards provided by Chartered Professional Accountants Canada
- 2.3. The audit or review shall be approved at the AGM

## 11.3. Remuneration and Expenses

- 3.1. Remuneration may be provided to officers or officials through a decision of the Assembly or AGM
- 3.2. The Executive Council shall reimburse Officers and Members for expenses incurred on RPSTA business according to rates and policies approved by the Assembly or General Meeting
- 3.3. All expenses require Executive approval prior to payment, unless the Executive designates such approval to another individual
- 3.4. Release time may be provided to Officers through a decision of the Executive. Assembly shall be informed of the use of release time at the next meeting.
- 3.5. Release time for Officers of RPSTA is negotiated with the RPSD or through the LINC committee representing the Association
- 3.6. Three Officers shall have signing authority. All payments of monies shall require at least two signatures. Individuals shall not be the only signer for payments to themselves

## **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 Constitution shall come into effect upon approval of the STF executive
- 12.5. All amendments, provisions, policies and constitutional changes shall be consistent and in accordance with STF legislation, bylaws and policies.

## **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 as well as records and archival materials
- 13.3. The Executive Council shall dispose or distribute the records and archival materials of the RPSTA as it deems appropriate