

Sunrise Teachers' Association – BYLAWS

Part 1 – Objectives

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

- 1.1 to promote and advance the welfare of its members;
- 1.2 to safeguard and advance the interest of the teaching profession;
- 1.3 to promote and develop a collegial spirit amongst the teachers within the Association;
- 1.4 to stimulate public interest in educational matters;
- 1.5 to take measures with respect to any question directly or indirectly affecting the teachers of the Association.

Part 2 – Membership

- 2.1 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 attend and participate in General Assembly Meetings, and vote on business;
 - (b) to attend Executive and Council meetings, with the exception of any part declared to be in-camera;
 - (c) 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;
 - (d) to nominate other Members to run for a position on the Executive, Council or Provincial Council;
 - (e) to vote in any elections conducted by the Local; and
 - (f) to participate in a ratification vote.

- 2.2 Members who are ineligible to participate in the Political Processes of the Local pursuant to article 4.4 of the Constitution have the following rights:
- (a) to attend and participate in General Assembly Meetings, and vote on business with the exception of business that meets the definition of Political Processes;
 - (b) to attend Executive and Council meetings with the exception of any part declared to be in-camera; and
 - (c) to participate in a ratification vote.
- 2.3 The Council shall have the power to grant honorary or life membership. However, honorary and life members shall not have the right to vote or hold office.
- 2.4 Members who cease to pay Required Membership Fees shall cease to enjoy the rights of Membership under the Constitution and Bylaws of the Local during the period that the Required Membership Fees are not paid.

Part 3 – Delegates to Provincial Council

- 3.1 Selection of the Local's Delegates to Provincial Council, shall be in the following order:
- (a) Table Officers (President, Vice-President, Secretary and Treasurer)
 - (b) Members of the Executive;
 - (c) Members of Council;
 - (d) Members of Local Committees; and
 - (e) Other Members entitled to participate in the Political Processes of the Local who are willing to be Delegates.
- 3.2 Once Table Officers of the Executive have indicated their intention to be a Local Delegate to Provincial Council:

- (a) Other Members of the Executive will be given the opportunity to indicate their intention to be a local delegate to Provincial Council. Should there be more names than delegate positions the Executive shall elect the local delegates.
 - (b) Notice will then be given to Council to select the remainder of the Local's Delegates.
 - (c) At a Council Meeting, names of Council Representatives will be solicited. If more names than Delegate positions exist, the Council shall elect the Delegates.
- 3.3 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 the Table Officers.

Part 4 – General Assembly Meetings

Annual General Assembly Meeting

- 4.1 The General Assembly shall be composed of Members of the Local.
- 4.2 An Annual General Assembly Meeting shall be held once per year in the month of May following executive elections.
- 4.3 The Annual General Assembly Meeting shall be communicated to the membership a minimum of seven (7) days prior to meeting date.
- 4.4 Annual General Assembly 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 the Council.
- 4.5 The agenda for the Annual General Assembly Meeting shall include:
 - (a) the election report of the returning officer;

- (b) the approval of the annual budget, including membership fees of the Local for the following school year;
- (c) receipt of the summative reports written by all Members of the Executive;
- (d) such other general and new business as determined by the Executive or Council.

Special General Assembly Meetings

- 4.6 A Special General Assembly Meeting may be called in one of the following ways:
- (a) by the President of the Local; or
 - (b) by the President as instructed by the Executive; or
 - (c) by the President as instructed by the Council; or
 - (d) by the Provincial Executive or General Secretary of the Society; or
 - (e) by the President or Executive upon the receipt of a written request, which written request states the reason for the meeting and is supported by at least 40 Members entitled to participate in the Political Processes of the Local.
- 4.7 With the exception 4.8 of these Bylaws, the Membership must receive a minimum of seven (7) Days' notice of a Special General Assembly Meeting, and a Meeting called pursuant to article 4.6(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 General Assembly Meetings, as soon as possible.
- 4.8 A Special General Assembly Meeting may be called with less than seven (7) days' notice in urgent circumstances, in which case the Special General Assembly Meeting shall be scheduled with as much notice to the Membership and General Secretary as is reasonably possible.
- 4.9 The agenda for a Special General Assembly Meeting shall be limited to the business for which it was called.

Provisions Applicable to all General Assembly Meetings

- 4.10 The quorum for General Assembly Meetings shall be 30 Members entitled to participate in the Political Processes of the Local.
- 4.11 If quorum for a General Assembly Meeting is not met, the General Assembly Meeting may continue on an informational basis but no votes on business matters shall be conducted. The President has the discretion to schedule a Special General Assembly Meeting to conduct the required business, or the Executive or the Council may instruct the President to schedule a Special General Assembly Meeting to conduct the required business.
- 4.12 With the exception of 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 General Assembly Meeting shall be conducted by a majority vote of the Members present and entitled to vote pursuant to Part 2 of these Bylaws.
- 4.13 The General Meeting may, by motion, make recommendations to the Executive or Council.
- 4.14 A General Meeting will be chaired by the President of the Association or designate.

Provisions Applicable for all Benefit Changes

- 4.15 Any proposed change in Benefits carried by motion at a General Assembly Meeting or at a Council Meeting shall be presented to the entire Membership for approval by way of a paper or secure electronic ballot.
- 4.16 A vote in accordance with article 4.15 shall be done using the following process:
 - (a) written information regarding the proposed Benefits change shall be distributed to all Members, at least thirty (30) days before the vote will take place;
 - (b) Voting shall be held at each worksite after having provided at least seven (7) days' notice of the vote to the Members. Voting will be held by secret paper ballot or secure electronic ballot.
 - (c) a consistent method of voting will be used at each worksite.

- 4.17 A vote on changes to Benefits requires the support of the majority of Members who cast a ballot.
- 4.18 A minimum of 40 votes is required for the vote to be valid.

Part 5 – Bargaining, Ratification and Interest Arbitration

- 5.1 Where the bargaining unit and the employer reach agreement on the renewal or revision of the collective agreement, the Executive shall direct the President to call for a ratification vote within 30 days, in accordance with the requirements of *The Labour Relations Act*.
- 5.2 At least one informational meeting outlining proposed changes to the collective agreement per region (North, Central and South), may be held. The Association Collective Bargaining Chair and/or President will preside at these meetings.
- 5.3 The Executive shall take steps to ensure that:
- (a) a staff officer of MTS is a member of the Local's Collective Bargaining Committee table team participating in all bargaining sessions.
 - (b) all Members are provided with a list of changes to the collective agreement, seven (7) days notice of all informational meetings and reasonable notice of the ratification vote.
 - (c) Members have the opportunity to vote by secret paper ballot or secure electronic ballot. Should a paper ballot be necessary worksites will be provided with a voting members' list and ballots.
 - (d) Paper ballots are not destroyed for at least thirty (30) days.
- 5.4 The Council Contact Representative is designated Local Returning Officer. In the absence of the Council Contact Representative, an *alternate* Council Representative will act as the Local Returning Officer.
- 5.5 The Local Returning Officer will take steps to ensure that:
- (a) all Members are provided a reasonable opportunity to vote;
 - (b) the vote is conducted by secret paper ballot or by secure electronic ballot;

- (c) Paper ballots and the voters' list shall be held in a secure place until pick up or delivery of ballots and lists to the Association.
- 5.6 Prior to the Association accepting any collective agreement, conducting a ratification vote, or referring the matter to interest arbitration, the Society shall be provided with the opportunity to present its views to members.
- (a) A notice of a meeting regarding interest arbitration shall be sent to all Council Members at least seven (7) days prior to the meeting.
 - (b) A secret ballot vote of the Council conducted at a Council Meeting must occur to approve any recommendation to proceed to interest arbitration.
 - (c) A majority of the Council Members who vote by secret ballot will determine the question.
 - (d) The ballots shall not be destroyed for at least thirty (30) days.

Part 6 – Council

Council Representatives and Electoral Units

- 6.1 Council shall be composed of the Executive and the Council Representatives elected from each electoral unit.
- 6.2 An alternate shall assume the duties of the Council Representative in the absence of that Council Representative.
- 6.3 Each worksite constitutes an electoral unit. Substitute Teachers also constitute an electoral unit.
- 6.4 The number of representatives for an electoral unit shall be one representative for every (15) members, or portion thereof with the following exceptions:
- (a) The Hutterian schools will collectively be entitled to two (2) representatives.
 - (b) The Adult Education Centers will collectively be entitled to two (2) representatives.

- (c) The Program leaders/Consultants, Principal of Division Student Support Services and clinicians will collectively be entitled two (2) representatives.
 - (d) EFM will be entitled to one (1) representative.
 - (e) Substitute Teachers will be entitled to one (1) representative.
- 6.5 Where a Member works out of more than one worksite, the Member shall only belong to one electoral unit. The Member shall be assigned to the worksite of the Member's choice.
- 6.6 Council Representatives and Alternates shall be elected before the first Council meeting by the Members of their respective worksites for a one (1) year term.
- 6.7 Each electoral unit shall name one alternate for each representative. The alternates shall have full voting power in the absence of a Council representative.
- 6.8 Each electoral unit shall designate one of its representatives as "Contact Representative". Specific responsibilities are outlined in By-law 6.10.

Duties of Council

- 6.9 All 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 worksite representation on the Committees of the Local.
- 6.10 Additional Duties of the School Contact Representative:
- a. assume responsibility for surveys or other business as required by Council;
 - b. to act as returning officer in their electoral unit for ratification votes and the election of the Executive of the Association;
 - c. provide an STA Report at school staff meetings.

Regular Council Meetings

- 6.11 The Council shall meet no fewer than five (5) times a school year, with the first meeting no later than September 30th of the new school year.
- 6.12 Regular Council meetings may be called:
 - (a) on the authority of the President; or
 - (b) by the President as instructed by the Executive.
- 6.13 Members of the Council shall be given at least seven (7) Days' notice of Council meetings.

Special Council Meetings

- 6.14 Special Council Meetings may be called:
 - (a) on the authority of the President;
 - (b) by the President as instructed by the Executive; or
 - (c) by 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.
- 6.15 Special Council Meetings shall be scheduled with as much notice to the Members of the Council as is reasonably possible.
- 6.16 The agenda for a Special Council Meeting shall be limited to the business for which it was called.

Applicable to all Council Meetings

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

- 6.19 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.
- 6.20 Motions to remove a Member from Council or amendments to the Constitution and Bylaws, require a two-thirds (2/3) vote of Council Members present at the Council Meeting. Proxy voting shall not be permitted.
- 6.21 Council Meetings are open to all Members to attend and observe, except in-camera portions as determined by Council.
- 6.22 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;
 - 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 whistleblowing.
- 6.23 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.
- 6.24 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.

Attendance at Meetings of the Council

- 6.25 Attendance shall be taken at each meeting and a record kept thereof. If a Council representative or their alternate is absent for two (2) consecutive meetings of council without reasons satisfactory to the Council, they shall cease

to be a member of Council. The unit shall be requested to hold another election for the Council representatives.

Procedure at Council Meetings

- 6.26 The chairperson shall allow any visiting member to speak at Council meetings, provided that such visiting member has indicated their intention to do so prior to the start of the meeting.
- 6.27 Visiting members to the Council shall not be allowed to vote on any item of business.

Vacancies on Council

- 6.28 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 11 of the Constitution of the Local or article 6.25 of the By-laws of the Local.
- 6.29 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.

Conducting Council Business between Council Meetings

- 6.30 The Council can conduct business between council meetings (eg. voting by e-mail or other electronic means). However, person to person meetings are preferred and subject to the right of council members to seek to convene a special meeting to discuss certain business.
- 6.31 Amendments to Constitution and Bylaws and motions to remove a Member from office must be heard at a scheduled membership meeting.

Part 7 – Executive

7.1 The Members of the Executive shall consist of the following:

- a. President
- b. Vice-President
- c. Treasurer
- d. Secretary
- e. Collective Bargaining Chair
- f. Benefits Chair
- g. Public Relations Chair
- h. Workplace Health & Safety Chair
- i. Equity & Social Justice Chair
- j. Wellness Chair
- k. Professional Development Chair
- l. 1 Member-at-large

7.2 The powers and duties of the Executive shall include the following:

- a. All members of the executive shall:
 - i. administer the day-to-day affairs of the Association;
 - ii. make recommendations to Council and carry out instructions given by Council;
 - iii. attend relevant seminars, training and events;
 - iv. make recommendations for appointments in case of vacancies on the Executive, subject to ratification by Council;
 - v. establish ad hoc or special committees and appoint a chairperson and members of those committees;
 - vi. recommend appointments of members or removal of members from committees; subject to ratification by Council;
 - vii. keep all appropriate files and records and pass them on to their successor;
 - viii. write and present a summative report for the Annual General Assembly Meeting; and
 - ix. undertake additional duties and responsibilities as required.
- b. President:
 - i. shall call all Executive meetings and preside at all Executive and General meetings;

- ii. shall be responsible to prepare the agenda for all Executive and Council meetings;
 - iii. shall perform all duties as customarily devolve upon a President;
 - iv. shall be a signing officer of the local;
 - v. shall investigate grievances;
 - vi. shall be an ex-officio voting member of all committees;
 - vii. shall certify and monitor the seniority list;
 - viii. shall perform such other duties as directed by the Executive;
 - ix. shall bring before the Executive and Council all official notes and communication;
 - x. shall make and send to The Manitoba Teachers' Society such reports and statements as may be needed at any time;
 - xi. shall send notices to members of all regular and special meetings;
 - xii. shall represent the Association when necessary on the Divisional WSH Committee;
 - xiii. shall act as liaison between the Association and the Division;
 - xiv. shall be the spokesperson of the Association and will communicate on behalf of the Local.
- c. Vice-President:
- i. shall take charge of the affairs during the absence of the President or when requested to do so by the President;
 - ii. shall perform such other duties as are assigned by the Executive or the Council;
 - iii. shall be chairperson of the Council meetings;
 - iv. shall hold the portfolio of education finance;
 - v. shall be a signing officer of the local;
 - vi. shall supervise the processing of resolutions to be submitted by the Association to the Provincial Council at the Annual General Meeting;
 - vii. shall provide supportive arguments for resolutions submitted to the STA and MTS AGM;

- viii. shall prepare and maintain an Association Handbook for each site containing the Association Constitution, By-laws, Policies, seniority list, budget, Collective Agreement, and other matters determined by the executive.
 - ix. shall conduct an annual review of the Association Constitution, By-laws and Policy and shall propose amendments where necessary.
- d. Secretary:
- i. shall keep an accurate record of all the proceedings of the Association;
 - ii. shall provide minutes of all meetings for Executive and Council members;
 - iii. shall keep a record of attendance at all Executive and meetings;
 - iv. shall sign Executive/Council minutes;
 - v. shall act as a signing authority for the local.
 - vi. shall ensure that in camera minutes of meetings are taken and kept sealed;
 - vii. shall make minutes of Membership meetings (other than in camera minutes) available to Members upon request;
 - viii. shall produce minutes of meetings, including in camera minutes, and other records upon request to the General Secretary of the Society.
- e. Treasurer:
- i. shall be custodian of all funds of the Association and shall keep such funds in such financial institution as the Executive may decide subject to Council approval;
 - ii. shall be prepared to give full financial statement at any meeting;
 - iii. shall act as a signing authority for the local;
 - iv. shall present a budget not later than May;
 - v. shall make an annual report to Council on receipts, investments and expenditures for the fiscal year. Such a report from the previous year

shall have been duly audited by an external auditor pursuant to Article 11.1 of the By-laws of the Local;

- vi. shall ensure that all required documents are submitted to the external auditor pursuant to article 11.1 of the by-laws. For such a report, the fiscal year of the Association shall be from September 1 to August 31.

f. Committee Chairpersons:

- i. shall 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;
- ii. shall keep minutes of Committee meetings and a record of the Committee's work;
- iii. shall provide a proposed Committee budget;
- iv. shall provide recommendations and reports to Council;
- v. shall perform such detailed duties as set out in the Policies of the Local; and
- vi. shall perform such duties as the President, Executive, Council, or Membership shall assign.

g. Member-at-large:

- i. shall chair ad hoc Committees as assigned by the Executive;
- ii. shall provide assistance to other committees; and
- iii. shall perform such duties as the President or Executive assign.

7.3 Members of the Executive shall be elected to hold a one (1) year term of office beginning July 15th following the Annual General Assembly Meeting.

7.4 The President shall be elected to hold a two (2) year term of office beginning on July 15th following the Annual General Assembly Meeting.

7.5 President's Release Time

- (a) the position of the Association President is a full-time position. The Association shall second the member from the Division and compensate the Division appropriately.

- (b) the Association President shall experience no loss of benefits and the Association shall reimburse the Division for the President's salary, allowances when applicable, benefits and other costs related to the President's leave.

7.6 Vice-President's Release Time

- (a) the position of the Association Vice-President shall be up to a half-time position, subject to the approved budget of the local. The Association shall second the member from the Division and compensate the Division appropriately.
- (b) the Association Vice-President shall experience no loss of benefits and the Association shall reimburse the Division for the pro-rated share of the Vice-President's salary, allowances when applicable, benefits and other costs related to the Vice President's leave.

Vacancies on Executive

7.7 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 article 11 of the Constitution of the Local.

7.8 A vacancy will be filled by Executive appointment, subject to ratification by Council. 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 until the next election cycle, unless unwilling or unable to do so.

Regular Executive Meetings

7.9 The Executive shall meet no fewer than five (5) times a school year, and the first meeting shall be no later than September 15th of the new school year.

7.10 Meetings may be called:

(a) on the authority of the President; or

(b) by the President as instructed by the Executive.

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

Special Meetings of the Executive

7.12 Special Executive Meetings may be called:

(a) on the authority of the President;

(b) by the President as instructed by the Executive; or

(c) by 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 five (5) signatures of Members of the Executive.

7.13 Special Executive Meetings shall be scheduled with as much notice to the Members of the Executive as is reasonably possible.

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

Applicable to all Executive Meetings

7.15 The quorum for Executive Meetings shall be fifty percent (50%) of the Members of The Executive.

7.16 If quorum for an Executive Meeting is not met, the Executive Meeting may continue, but no votes on business matters shall be conducted.

7.17 Each Member of the Executive shall have one vote. Regular 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, amendments to Constitution and Bylaws, or a motion to authorize expenditure from the Reserve Fund, which require a two-thirds (2/3)

vote of Members of the Council present at a Council Meeting. Proxy voting shall not be permitted.

- 7.18 Executive Meetings are open to Members to attend and observe, with the exception of portions that the Executive determines will be held in-camera.
- 7.19 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;
 - (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 whistleblowing.
- 7.20 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.
- 7.21 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.

Attendance at Executive Meetings

- 7.22 If a member of the Executive is absent for more than two (2) consecutive regular meetings of the Executive without reasons satisfactory to the Executive, they shall cease to be a member of the Executive. Attendance shall be taken at each meeting and a record kept thereof.

Procedure at Executive Meetings

- 7.23 Meetings of the Executive shall be open to all members of the Association.
- 7.24 The chairperson shall allow any visiting member to speak at an Executive meeting providing that such visiting member has indicated their intention to do so with reasonable notice given prior to the start of the meeting and with the approval of the executive.
- 7.25 Visiting members to the Executive meeting shall not be allowed to vote on any item of business.

Conducting Executive Business between Executive Meetings

- 7.26 The Executive can conduct business between executive meetings (eg. voting by e-mail or other electronic means). However, person to person meetings are preferred and subject to the right of executive members to seek to convene a special meeting to discuss certain business.
- 7.27 Amendments to Constitution and Bylaws and motions to remove a Member from office must be heard at a scheduled membership meeting.

Part 8 – Elections

Local Electoral Officers

- 8.1 The Council shall elect a Nominating Committee to oversee elections. The Nominating Committee membership will consist of members not holding or seeking any other elected position within the Association.
- 8.2 The Nominating Committee shall consist of a Local Electoral Officer (LEO) and two Deputy Electoral Officers (DEO).
- 8.3 The following criteria will be taken into consideration when selecting the Local Electoral Officer. Experience as Local Electoral Officer, past experience on the Executive; or experience on Council; or experience as a committee member; or a willingness to assume the role.
- 8.4 Nominations and elections of the Local Electoral Officer (LEO) and the two Deputy Electoral Officers (DEO) shall occur at the January Council Meeting.

Executive Elections

- (a) The Nominating Committee shall call for nominations of the President, in those years when an election for President occurs, and yearly for Vice-President, Secretary, Treasurer and Executive, and, in addition, nominate at least seven (7) members for the Executive Chairs of Standing Committees and one (1) Member-at-large.
- (b) Membership must be informed of the nomination period and election day no later than February 15th by the LEO.
- (c) During the March Council meeting, the Nominating Committee shall report to Council, in writing, the slate of nominees.
- (d) Following the report of the Nominating Committee to the Council, other candidates may be nominated in writing endorsed with the signatures of ten (10) members of the Association supporting the nomination no later than one week after the March Council meeting. No additional nominations will be accepted past this date.
- (e) Candidates who are unopposed will be acclaimed.
- (f) The election shall be held by secret paper ballot or secure electronic ballot during the second week of May.
- (g) Advance polling shall be held in each worksite a minimum of one day in the week prior to the election date. The LEO shall set consistent dates for advance polling.
- (h) Candidates have the right to distribute campaign materials during the election campaign period. All campaign materials must be vetted and approved by the nomination committee prior to distribution.
- (i) Candidates may begin campaigning (including the distribution of campaign materials) on April 1st.
- (j) Campaigning ends on the day before the opening of advance polls.
- (k) A candidate with the plurality of votes will be declared the winner.
- (l) Members of the newly elected executive shall take office on July 15th.
- (m) The LEO must provide the General Secretary a list of Members of the Executive within 10 days of the election.

- (n) Members of the Executive seeking re-election shall not utilize the benefits of their current office to campaign for re-election. Disputes regarding violations to this prohibition shall be referred to the General Secretary of the Society.

Part 9 – Society and Association Membership Fees

- 9.1 The Membership Fees of the Local shall be approved by the Membership at the Annual General Assembly Meeting.
- 9.2 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 Members on leave are responsible to ensure that Membership Fees are paid to the Local and the Society during any period of absence where such fees are not deducted from pay.

Part 10 – Standing Committees and Ad Hoc Committees

- 10.1 The following are the Standing Committees of the Local:
 - a. Collective Bargaining;
 - b. Professional Development;
 - c. Employee Benefits;
 - d. Public Relations;
 - e. Workplace Safety and Health;
 - f. Equity and Social Justice; and
 - g. Wellness.
- 10.2 The President of the Local shall be an ex-officio member of all Standing Committees and ad hoc committees of the Local.
- 10.3 Every Standing Committee shall be chaired by the Member of the Executive that is the elected Committee Chairperson for that Committee.
- 10.4 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

- 10.5 The chairperson of the ad hoc committee is responsible for setting meeting times and reporting work of the committee and making recommendations to the Executive or Council.
- 10.5 The executive shall approve all members of any ad-hoc committee.
- 10.6 Committee members are responsible to attend all meetings and perform tasks as assigned by the chairperson.
- 10.8 The local's school-based Workplace Safety and Health committee members shall be elected at the school level, as stated in the Workplace Safety & Health Act.
- 10.9 In the case of a divisional Workplace Safety and Health committee the members shall include:
- (a) The President, who shall co-chair the Committee, if possible; and
 - (b) One industrial arts/practical arts teacher;
 - (c) One physical education teacher; and
 - (d) One other Member.

Part 11 - Finances

- 11.1 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 Treasurer shall make reasonable efforts to ensure that such an audit or review is completed within 3 months of the end of the Fiscal Year.
- 11.2 The Council shall make available the annual independent financial audit or financial review to Members.
- 11.3 The Treasurer, in consultation with Executive shall present the proposed annual budget for the next Fiscal Year for approval at the Annual General Assembly Meeting. Approval of the proposed annual budget shall require a majority vote of the Members present at the Annual General Assembly Meeting.
- 11.4 The President, the Vice-President, Treasurer, and the Secretary 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 the Local's cheques.

During the absence of the Treasurer, the signatures of any other two (2) of these persons shall appear on all the Local's cheques. No person shall be authorized to sign cheques payable to oneself.

Reserve Fund

- 11.5 There shall be a fund known as the Reserve Fund of the Sunrise Teachers' Association hereinafter referred to as "the Reserve Fund".
- 11.6 The Reserve Fund should not exceed 75% of the local's operating budget based on the previous year's financial audit.
- 11.7 The purposes of the Reserve Fund shall be:
 - (a) to make loans or grants to the account of the Association for capital expenditures, and shall require a two-thirds (2/3) majority of Council;
 - (b) to make loans or grants to the account of the Association for previously non-budgeted special projects, and shall be approved by a two-thirds (2/3) majority of Council;
 - (c) to make loans to the account of the Association for interim financing;
 - (d) to make grants to the account of the Association in emergencies, and shall be approved by a two-thirds (2/3) majority of Council;
 - (e) to make grants to the account of the Association in order that the Association establish a balanced budget and maintain a reasonable membership fee and shall be approved by a two-thirds (2/3) majority of Council.

Part 12 - Amendments to the Constitution, Bylaws or Policies

Constitution and the By-laws Amendments

- 12.1 The Constitution or the By-laws of the Association shall be amended by the following procedure:
 - (a) Any member may submit to the President and Secretary a proposed amendment to the constitution or by-law.
 - (b) The membership shall be notified of the amendment(s) twenty (20) school

days prior to the vote on the amendment(s).

- (c) The amendment(s), or any modification(s) thereof, shall be approved at the next duly constituted meeting of Council, provided that said meeting does not fall within the twenty (20) school days of the notification of amendment(s).
- (d) The amendment(s) or any modification(s) thereof shall require a two-thirds (2/3) majority of Council members present at the meeting.
- (e) The amendment becomes effective on the date the Provincial Executive approves the amendment.

Policy

- 12.2 Amendments to Policies of the Local shall be ratified by Council.
- 12.3 New Policy and policy 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 policy will be voted on.
- 12.4 New policy and policy amendments shall require a majority vote to pass.
- 12.5 In emergency circumstances where notice cannot be given, the Executive may pass interim Policies, subject to later Council ratification.

Approved by STA Membership January 25 2021.


Approved by Provincial Executive
at its meeting of March 5, 2021.



President



Secretary



General Secretary
The Manitoba Teachers' Society