**POLICY** **OF**

**THE SUNRISE TEACHERS’**

**ASSOCIATION**

****

**Sunrise Teachers’ Association (STA)**

**607 Ashton Avenue**

**Beausejour, Manitoba R0E 0C0**

**204-266-2838**

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**ASSOCIATION MANUAL**

This manual is intended to provide a record of the policies of the Sunrise Teachers’ Association. Policies are dated on their acceptance and dates of amendments are also included.

Amendments to existing policies require “Notice of Motion” at a prior Council Meeting or notice in writing to all members of the Council at least seven (7) days prior to the Council Meeting at which the amendment will be discussed. New policies may be presented at any time. All votes shall require a simple majority to pass.

**FORMULATION, DELETION AND AMENDMENTS**

* To formulate policy, a motion shall begin, “I move that it be Sunrise Teachers’ Association policy that…..” Motions require a mover and a seconder.
* Motions of policy shall be referred to Vice-President for editing.
* Under emergency situations where notice cannot be given, the Executive may pass interim policies, subject to later Council approval.
* All policies are listed by number and title, and include date approved, amended, or reaffirmed. Amendments will be recorded at the end of the policy manual.
* A copy of the policy manual will be available in each school staff room. Each member of the Executive and Council will be provided with a copy.

**POLICY OF THE MANITOBA TEACHERS’ SOCIETY**

When policies of the Association and The Society differ, the members of the Association shall be informed of the differences.

**SECTION A-** *FINANCIAL*

**A–1- SIGNATORIES ON ASSOCIATION CHEQUES**

1. The signing officers of the Association are the Table Officers.
2. The signatures on Association cheques shall be the Treasurer and one other Table Officer.
3. During the absence of the Treasurer, the President and one other Table Officer shall be authorized to sign Association cheques.
4. No officer shall sign their own cheques.

#### A–2- FUNDING FOR CANDIDATES FOR PROVINCIAL EXECUTIVE

1. A candidate is defined to be:
	1. a nominee for any of: President, Vice President, Executive Member or others named by MTS ***and***
	2. who has been duly nominated by the Council of the Association
2. A candidate for MTS Executive may request funding for campaign expenses for actual costs up to a maximum of $1000.00 (all receipts must be submitted).
3. A candidate for MTS Vice-President may request funding for campaign expenses for actual costs up to a maximum of $1500 (all receipts must be submitted).
4. A candidate for MTS President may request funding for campaign expenses for actual costs up to a maximum of $1750 (all receipts must be submitted).
5. Requests for funding must be made through the Vice President and must be approved by the Council of the Association.

**A-3- STA HIGH SCHOOL AWARDS**

1. The Association shall provide up to three awards to graduating students from Sunrise School Division. The recipients shall be selected by an executive sub-committee following the May meeting. Each recipient will receive $750**.** The following criteria will be used:
	1. The student has maintained a minimum average on the courses necessary for entrance into a post-secondary institution in his/her year of graduation.
	2. The student has demonstrated excellent communication skills, interpersonal skills, leadership abilities and a love of learning.
	3. The student has participated in school activities and is involved in the community.
	4. The student has filled in an application form.
	5. The committee is encouraged to consider students who have indicated an interest in or who will be pursuing a degree in education.
2. The award will be presented to the student upon receipt of confirmation of registration from the institution. The award may be deferred and held in trust for up to 12 months pending receipt of registration from the post-secondary institution. At the time of graduation, the student will be provided with a letter outlining the process of payment.
3. The award shall be presented by the Association President or the school’s Association Council Representative.

### A-4- NON BUDGETED EXPENESES

1. Non-budgeted expenditures shall be approved by Council.
2. If the non-budgeted expenditure exceeds 1% of the current year’s total budgeted expenditures, notice of motion for the expenditure must be given in writing seven (7) days prior to the Council Meeting.
3. Members shall complete the expense claim form in a timely fashion and submit to thetreasurer, at the STA office in Beausejour, at least seven days prior to a Council or Executive meeting.
	1. Please attach itemized receipts (originals) where requested.
	2. Where possible, please do not include personal items on the same receipt. *A charge card receipt is not acceptable.*
4. Claims not in accordance with guidelines will be adjusted *after consultation with the member*.
5. For meals, claim the actual amount or the per diem rate, whichever is the lesser
6. Per diem rates, including gratuities, will be paid at the prevailing MTS rate (up to the following: breakfast $15, lunch $20, and supper $35)
	1. Meals that are provided cannot be claimed
	2. Claims for committee meals should not exceed the per diem rate per person
7. Dependent Care claim amounts are as per MTS Policy
8. Please provide detailed description of miscellaneous expenses
	1. Must beaccompanied by a receipt.
9. For STA Executive, Council and Committee work, actual kilometers incurred expressly for attending meetings will be paid at the prevailing MTS rate.
	1. Mileage shall be calculated based on the distance from the member’s school to the location of the meeting and return to the member’s school or home, whichever is less.
	2. Where car-pooling or out-of- pocket expenses are incurred, actual expenses may be claimed.
10. Expenses charged to STA by any member (Executive, Council, Committee member, President or Member at Large) must be directly related to association work. All activities should be approved by Council or Executive through a motion prior to the activity taking place.
11. Any member who has lost an original receipt may bring forward a motion at a council meeting to have the costs reimbursed up to per diem amounts.

**A-5- PRESIDENT’S EXPENSES**

1. The President is the “official spokesperson of the STA” and is entitled to claim expenses in relation to work required by the association including school visits, personnel matters, public relations, & provincial, regional and divisional meetings.
	1. School Visits– The President visits a school site to tend to official association business at the request of the Executive, Council or general membership (e.g., the President presents to a staff regarding new developments in policy, collective bargaining, professional development, etc.).
		1. The school site must be informed of the date and location, prior to the visit, in order to encourage member participation.
	2. Personnel Matters– The President may visit a school or other location to attend to personnel issues involving a member(s).
		1. The President will report attendance at personnel meetings while protecting the anonymity to the Executive (in-camera)
	3. Public Relations– The President may attend events to support the work of Labour Organizations, or Professional Associations as approved by Council or Executive (e.g. President walks the picket line support striking nurses).
	4. Provincial/Regional Meetings– The President will attend meetings involving MTS at the Provincial or Regional level.
		1. STA will not cover expenses already covered by MTS.
	5. Divisional Meetings– The STA will cover all expenses when the President is working on behalf of the Association.
		1. The STA will not cover the expenses of the President to attend divisional meetings for personal interested.
2. The President will be the official STA representative at events such as graduations, STA sponsored retirement functions, new teachers’ orientation, Divisional PD events etc.
	1. If the President is unable to attend a function in this capacity, he or she may elect to designate an alternate representative.
	2. Unless approved by motion, the STA will reimburse the expenses of only one delegate.
3. The STA office in Beausejour will be designated as the official “home base” for the President.
	1. When mileage expenses are incurred within Divisional Boundaries, (Monday-Friday), round trip mileage will be paid from the home base to the meeting destination.
	2. When mileage expenses are incurred outside Divisional Boundaries (Monday-Friday), mileage will be paid from the President’s home or home base to the meeting destination less the cost of the mileage incurred for the president’s daily commute.
	3. When the President incurs mileage expenses on a weekend or holiday, he or she will claim actual mileage.
4. Costs associated with extensive travel should not be a deterrent for members wishing to run for STA President. This model is consistent with the policy currently being used for Clinical staff within Sunrise School Division.
5. The STA will cover the actual cost of a cell phone for a president during their term.
6. The STA will cover the actual cost of Canada Automobile Association Premier membership.
7. President’s expenses will be approved by the Executive Financial Committee consisting of the Treasurer and two members of STA Executive.

**A-6- EXECUTIVE PROFESSIONAL DEVELOPMENT**

1. Members of the STA Executive shall be able to access up to $1000.00 in any given school year to engage in Professional learning that either aids in the completion of their Duties with the Association or improves their skills in the teaching profession. The President shall be allowed to access up to $2000.00 per year.
2. All requests must be approved in advance by motion by a majority of Executive.

**A–7- PROFESSIONAL DEVELOPMENT**

The association shall maintain PD guidelines

**A-8- EXECUTIVE APPRECIATION/RECOGNITION**

**Deleted.**

**A–9- DONATIONS (Internal)**

1. The Association will provide a retirement gift to members. The financial support including tax, card, and gift wrap shall not exceed $150.
2. The Association will donate $100 in memory of a deceased STA member to a charity designated by the family.

**A-10- HOLIDAY CHEER**

 The Association will provide a Holiday Cheer donation of $5 per member with the minimum allotment being $25 per worksite.

**A-11- RESERVE FUND**

There shall be a maximum of 75% of the operating budget in the General Operating reserve fund.

**A-12- Executive Technology**

Members of the STA Executive are assigned certain technological tools to aid in their work for the Association. When an Executive member serves for more than one consecutive school year he or she is entitled to purchase the device assigned to them. The price for these tools shall be calculated by subtracting 1/3 from the actual device cost on each one-year anniversary of the original purchase. All technology purchases that are encompassed in these provisions must be done by motion at a Council meeting.

**SECTION B-** *ASSOCIATION BUSINESS*

**B–1- NUMBERING SYSTEM FOR MOTIONS**

1. The first set of digit(s) indicate the number of the motion.
2. The second set of digit(s) indicate the year in which the motion was adopted.
3. That the secretary of the Association will keep an index of the titles of the motions which have been adopted, amended or defeated.

**B–2- PRESIDENT’S RELEASE TIME**

1. 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.
2. 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.

### B–3- VICE PRESIDENTS’ RELEASE TIME

1. The position of the Association Vice President shall be up to a half-time position. The Association shall second the members from the Division and compensate the Division appropriately.
2. The Association Vice President shall experience no loss of benefits and the Association shall reimburse the Division for the pro-rated share of each Vice President salary, allowances when applicable, benefits and other costs related to the Vice President’s leave.

**B-4- EXECUTIVE WORKSHOP**

1. An Executive workshop may be held annually, preferably at the first meeting of the school year.
2. Costs of substitutes (if necessary), mileage, meals, refreshments, materials etc. will be covered by STA and/or MTS funds (if available).

**B-5- MEETINGS**

1. Executive/Council and Committee meetings shall be limited to two hours. Extensions of 15 (fifteen) minutes can be approved by a majority vote.
2. Minutes of Executive meetings shall be typed and circulated to the members of the Executive/Council. Council representatives will ensure that meeting minutes are placed in the Association binder for each location.

**B-6- LIAISON COMMITTEE**

1. A Liaison Committee shall be comprised of the STA Executive and/or Council members. Pursuant to Article 31 of the current Collective Agreement, three (3) members will represent the Association:
	1. the President or his/her designate,
	2. An Executive member
	3. and one other member as designated by the President and approved by Executive.
2. Meetings are to be arranged by the President and coordinated with the Chairperson of the Division’s Liaison Committee.

**B-7- NEGOTIATIONS**

Sunrise Teachers’ Association makes a commitment to support the strategies for provincial bargaining.

**B-8- EXTRA-CURRICULAR ACTIVITIES**

In accordance with MTS policy, the Sunrise Teachers’ Association regards, extra-curricular activities as voluntary, and will support any individual’s right to not volunteer for extra-curricular activities.

**B-9- STA AND DIVISIONAL POLICY-MAKING**

The Sunrise Teachers' Association cannot be deemed to be a party to policy whether it was drawn up with or without members on the committee, unless the members were appointed by Council or the policy was passed by Council.

### B–10- ELECTION PROCUDURES

See attached Election Procedures document

# **B–11- ASSOCIATION USE OF RELEASE TIME**

1. The President shall approve all requests for release time.

**B–12- CHANGES TO BENEFITS PLAN**

1. The STA Executive may, from time to time, propose changes to the benefits package of the members of the Sunrise Teachers’ Association
2. The Executive shall provide information to members as to the nature of the change and the cost implications.
3. No less than thirty (30) calendar days and not more than ninety (90) calendar days following the initial announcement, the Executive shall hold a plebiscite on the proposed changes.
4. A simple majority of votes cast shall be required to approve the change.

B-13- PRESENTATIONS TO ASSOCIATION BY OUTSIDE GROUPS

1. Any group wishing to make a presentation must do so in the following manner:
	1. Contact the President or appropriate committee chair.
	2. The President or committee chair reports to Executive.
	3. The Executive reports to Council.
2. Council may receive a presentation from the outside group at a regular Council meeting as a timed item or at a special meeting for any interested members.
3. Where time is a factor, the above procedure may be waived.

**B-14- SOLICITING FUNDS**

Individuals or organizations may not come before the Association for the purpose of soliciting funds or for seeking volunteers to work on their behalf.

**B–15- DIVISIONAL COMMITTEE MEMBERSHIP**

1. Any member who serves on a divisional committee shall:
	1. Be appointed by the Council of the STA
	2. Be required to report to the Council of the STA

B-16- PROVIDING ALCOHOLIC/NON-ALCOHOLIC BEVERAGES

At all functions, either sponsored or co-sponsored by the Association, where alcoholic beverages are sold or provided, non-alcoholic beverages will also be sold or provided.

**B-17- SERVICE FOR SECONDMENT, LEAVE AND ISOLATED ASSIGNMENT**

1. Teachers who are seconded, on leave, or assigned to areas that isolate them from the general teaching body may request the following service from the Association:
	1. copies of the General Assembly minutes;
	2. notices of General Assemblies;
	3. invitation to contribute to negotiation packages and association policies; and
	4. their names forwarded to Provincial MTS for inclusion on their mailing list.

**B-18- POLICING COLLECTIVE AGREEMENT**

It shall be the responsibility of all Association members to bring any breach of the collective agreement to the attention of the President or Vice President.

**B-19- WORKPLACE SAFETY AND HEALTH COMMITTEE**

1. The recommended Association representation shall be:
	1. The WSH Chairperson.
	2. One industrial arts/practical arts teacher.
	3. One physical education teacher.
	4. The President.
	5. One other member.

**B–20- PRESIDENT’S ABSENCE**

1. Any request of personal leave must be made by notification in advance to the Executive.
2. In the event of illness or emergency, the President shall contact the Vice President and Secretary as soon as possible. The Vice President and/or the Secretary will make the necessary arrangements to conduct the business of the association.
3. The President shall report leaves taken as per the collective agreement to the school division on a timely basis.”
4. During an extended absence of the President of the Association, the Vice President shall assume the duties and responsibilities of the President, or until alternate arrangements can be made.

**B–21- AGM DELEGATES**

1. The Association will select delegates for the Annual General Meeting of The Manitoba Teachers’ Society in the following order:
	1. Members of the Executive
	2. Members of Council
	3. Members of Association Committees
	4. Association Members
2. Once members of the Executive have indicated their intention, notice will be given to Council for the need to fill the remaining positions. At Council, names of Council Reps will be solicited. If more names than positions exist the Council shall elect the delegates.
3. If positions remain unfilled, the President will select first from Association committees, then from Association members, in consultation with the Table Officers.
4. Any alternate delegates shall be designated by the President and approved by Council.
5. All delegates must be STA and MTS members.
6. Association delegates shall refrain from speaking against any of the resolutions presented by the STA.
7. Delegates shall block vote in favor of resolutions which are STA policy and vote against resolutions which are contrary to STA policy. If no policy exists, a free vote may occur.
8. STA members who wish to run as candidates for Provincial Executive should receive endorsement of STA first. Delegates shall promote STA candidates.

**B–22- AGM RESOLUTIONS**

1. Any member of the Association may propose a resolution (by-law or policy) or a nomination (Provincial Executive) for consideration at the AGM of MTS.
2. Proposed resolutions and nominations shall be submitted to the Nominations Committee for review. The Nominations Committee may
	1. return the resolution or nomination to the member for further review or information;
	2. reject the resolution or nomination if it is counter to the mission of the Association or the Manitoba Teachers’ Society as defined by their respective Constitutions; or,
	3. forward the resolution or nomination, with or without endorsement, to the Executive.
3. Should the Nominations Committee reject a resolution or nomination from a member, said member has the right to submit his or her resolution or nomination directly to the Executive.
4. The Executive shall forward all the resolutions and nominations that it endorses to Council.
5. Council may approve, by a majority vote, all STA resolutions and nominations, with the exception of business arising resolutions, to be considered at the AGM of MTS.

## **B–23- ASSOCIATION DIRECTORY**

## The Association shall endeavor to produce and maintain an annual directory containing the Association members’ names, e-mail addresses and the schools of the members.

1. The directory will be for the sole use of the Association Executive in executing the responsibilities of their portfolio only. Further, information contained within the directory will not be shared among members, with correspondence to multiple recipients being delivered by Bcc only.
2. The cost of the directory is the responsibility of the Association.

## **B-24 EXECUTIVE RESPONSIBILIITES**

1. As per the attached document Duties of Executive Members.

**B-25- Information Management**

1. Association archives, as listed below shall be kept forever to preserve those records designated as having permanent legal, administrative or historical value.
	1. Minutes Council, Executive, Committee(s) Reports
	2. Executive & Council Member History
	3. Election Statements and Results
	4. Statistical Reports and Studies
	5. Publications/Newsletters
	6. Visual images
	7. Legal Opinions
	8. Arbitration/Grievance Files
	9. Constitutions & Bylaws
	10. Plan Documents (Dental, Short-term Disability, Extended Health, Deferred Salary etc…)
	11. Collective Agreements, Letter of Understandings
2. Non-archival Records shall be retained for as long as referenced
	1. Financial documents (Audit, Budget, Ledgers etc. – 7 years
	2. Personnel case files – 10 years after closed
	3. Membership list updates – 2 years
	4. MTS Training Kits/Materials – 2 years
	5. MTS/PX Documents – 2 years
	6. Local Seminars/Events/Celebrations– 2 years
	7. Formal Letters Outgoing Association – 7 years
	8. Formal Letters Incoming Division – 7 years
	9. MTS AGM Binders – 2 years
	10. Association Presentations– 2 years
	11. Divisional Employment Communication Letters – 3 years
	12. Contractual PD Fund Applications & Activity – 3 years
3. Information Management Policy shall be reviewed annually at Association Retreat.
4. All information referenced herein shall be stored in locked file cabinets and disposed of according to the provided schedule. All documents scheduled for destruction shall be shredded or burnt.

**B–26- Teachers new to the Association**

The Association President (or designate) shall attend the Sunrise School Division New Teacher Orientation to bring official greetings and welcome packages to new members.

**B–27- STAFF MEETINGS**

Statement of STA philosophical views:

1. All staff meetings shall end no later than one hour after the regular dismissal time, unless advance notice is provided and agreed to by all staff.
2. Mandated Professional Development activities shall not occur during or following staff meetings. School based professional development shall only occur during professional development days designated as school based.
3. Association business is to be placed on the agenda at the beginning of each staff meeting.

**B-28- Strike of Unionized Employees**

1. Association members must continue to perform the duties required of them by contract and statute.
2. Association members should respect other employees’ right to strike and should not participate in strike-breaking activities.
3. Association members must cross orderly picket lines. Unless there is a genuine risk of violence against them, members would be in breach of their individual Teacher Limited General and Teacher General contracts and the Public Schools Act prohibition against teachers striking.
4. Association members should not solicit volunteer help in the event of a strike. Volunteers must have official School Board approval prior to their admittance to classrooms.
5. Association members should not perform any tasks normally performed by striking employees (e.g.; secretarial, maintenance, custodial, clerical).

**SECTION C-** *WELLNESS EVENTS*

**C-1- MTS TOURNAMENTS**

1. The Association will pay the entry fee for up to two (2) teams into the M.T.S. curling bonspiel, one (1) team in the hockey tournament and up to two (2) teams into the golf tournament.
2. All other expenses will be the responsibility of the team.
	1. Where travel and accommodation would be excessive the Council or Executive may approve a grant to defer expenses; as per these guidelines:
	2. Tournaments North of the 53rd will have food and lodging covered up to $1000.00 per event (Include receipts).
	3. For tournaments more than 100 km from Beausejour, travel will be funded at the prevailing MTS Rate, to a maximum of $200.00 per team.
3. All teams must be approved by STA Council or STA Executive.

a. Teams will be chosen in the following manner:

(i) Where there are more team applications than this policy allows for, a lottery will be held at an STA Executive or Council meeting to determine the successful applicant teams.

(ii) If there are more team applications than this policy allows for, one additional team will be funded, subject to the availability of funds not already committed for Sports Events

1. Non-members of the Sunrise Teachers' Association and/or The Manitoba Teachers’ society are not eligible to represent the Association at the tournaments.
2. When an Association play-off is required, S.T.A. will cover the ice rental.

**STA Statement of Policy & Procedures Approval & Amendment Dates**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Art. #** | **Title** | **Approved** | **Amended** | **Amended** |
| A1 |  |  |  |  |
| A2 |  |  |  |  |
| A3 | High School Awards |  | January 19 /17 |  |
| A4 |  |  |  |  |
| A5 | President’s Expenses |  | April 28, 2020 |  |
| A6 |  |  |  |  |
| A7 |  |  |  |  |
| A8 | Executive Appreciation |  | Nov 23 / 17 deleted |  |
| A9 | Birth of child $15  |  | Nov 23 / 17 deleted |  |
| A10 |  |  |  |  |
| A11 | Reserve Fund |  | Nov 23 / 17 |  |
| A12 |  |  |  |  |
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| B19 |  |  |  |  |
| B20 | President’s Absence |  | January 14 /16 |  |
| B21 |  |  |  |  |
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| B27 |  |  |  |  |
| B28 |  |  |  |  |
| C1 | Tournaments |  | November 21 / 18 |  |

Duties of Executive Members from 2020 Bylaws

**2.0** **Duties of the Table Officers of the Association**

2.01- President

1. shall call all Executive meetings and preside at all Executive and General meetings;
2. shall be responsible for and prepare the agenda for all Executive and Council meetings;
3. shall perform all duties as customarily devolve upon a President;
4. shall investigate grievances;
5. shall be an ex‑officio voting member of all committees;
6. shall certify and monitor the seniority list;
7. shall do such other duties as directed by the Executive;
8. shall assign the portfolio of education finance;
9. shall bring before the Executive and Council all official notes and communication;
10. shall make and send to The Manitoba Teachers' Society such reports and statements as may be needed at any time;
11. shall send notices to members of all regular and special meetings;
12. shall represent the Association when necessary on the

Divisional WSH Committee;

1. shall act as liaison between the Association and the Division;
2. shall be the spokesperson of the Association.

2.02- Vice‑President

1. shall take charge of the affairs during the absence of the President or when requested to do so by the President;
2. shall be a member of the Executive Financial Committee, responsible for certifying the president’s monthly expenses.
3. Shall be assigned the portfolio of Education Finance
4. shall perform such other duties as are assigned by the Executive or the Council;
5. shall be chairperson of the Council meetings;
6. shall supervise the processing of resolutions to be submitted by the Association to the Provincial Council at the Annual General Meeting;
7. provide supportive arguments for resolutions submitted to the STA and MTS AGM;
8. 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.

 2.03- Secretary

1. shall keep an accurate record of all the proceedings of the Association;
2. shall provide minutes of all meetings for Executive and Council members, along with agendas prior to meetings;
3. shall keep a record of attendance at all Executive and meetings;
4. shall sign Executive/Council minutes.
5. Shall send the president meeting minutes within 5 teaching days of an Executive and Council meeting.

2.04- Treasurer

1. 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;
2. shall be prepared to give full financial statement at any meeting;
3. shall present a budget not later than May;
4. shall make an annual report to Council on receipts, investments and expenditures. Such a report from the previous year shall have been duly audited by an external auditor by January 31st, other than executive members, appointed by the Executive with the approval of Council.
5. For such a report, the fiscal year of the Association shall be from September 1 to August 31.

**3.0- EXECUTIVE 0F THE ASSOCIATION**

 **3.01- Meetings of the Executive**

**a)** The Executive shall meet at least monthly during the school year;

**b)** The President shall call meetings of the Executive and may call emergency meetings at any time;

**c)** 50% of the members of the Executive may call a meeting; notices of said meeting may be given in writing or by telephone by the President;

**d**) Regular executive meetings shall have at least seven (7) days’ notice.

**3.02- Quorum**

1. The quorum for an Executive meeting shall be 50%.

**4.0- STANDING COMMITTEES**

 **4.01 - Type**

The Standing Committees of the Association shall be the following:

1. Collective Bargaining
2. Employee Benefits
3. Professional Development
4. Equity and Social Justice
5. Public Relations
6. Wellness
7. Workplace Safety and Health

 **4.02 - Standing Committees**

Every standing committee shall include among its membership one or more members of the Executive, one of whom shall be the chairperson of such committee; who shall be responsible for submitting written reports of the activities thereof and making recommendations to the Executive at such times and in such manner as the executive may from time-to-time desire.

 **4.03 - Duties of the Chairpersons of Standing Committees**

The chairpersons of the Association's Standing Committees shall:

1. carry out the aims and duties of their respective committees and deal with all items of business referred to their committees by Council or the Executive;
2. recommend appointments to their respective committees to the Executive for ratification by Council;
3. report on the work of the committees at each Council meeting, and provide a written annual report to Council in May or at such a date as the business of that committee is terminated for the school year;
4. stay within the budgetary limits unless prior Executive approval is obtained for further expenditures;
5. prepare budgets for their respective committee's yearly operation, and submit such budget to the Treasurer prior to the May presentation of the Association's annual budget to Council;
6. be responsible for the formation of sub‑committees when the need arises.
	1. **- Standing Committee Memberships, Duties and Responsibilities**

 **4.04-1 Collective Bargaining**

*Membership:*

1. Chairperson
2. The number of members to be at the discretion of the chair and representative of the membership

*Duties and Responsibilities:*

1. Educate the membership on the Collective Agreement and time sensitive articles contained in the Collective Agreement
2. Reports / Newsletter articles?
3. study the salaries and other matters pertaining to the collective agreement that may be brought to the attention of the committee by the membership, the Council or Executive;
4. ensure that negotiations are opened in accordance with the provisions of the collective agreement and notify the Board by registered letter;
5. develop the opening package for approval by Council;
6. with a "Table Team" selected by the chair, negotiate a collective agreement and, if a settlement is not possible, refer the matter to arbitration, subject to the approval of the Executive and Council;
7. keep all appropriate files and records.

 **4.04-2 Employee Benefits**

*Membership:*

1. Chairperson
2. The number of members to be at the discretion of the chair and representative of the membership

*Duties and Responsibilities:*

1. Educate the membership on Pensions, Group Benefits and other time sensitive issues.
2. Reports / Newsletter articles?
3. deal with such matters as pensions, salary continuation, group insurance and other types of insurance;
4. compile an information package for distribution each September to all new members in the Division
5. make recommendations regarding working conditions to the Executive, Collective Bargaining Committee or Council;

 **4.04-3 Professional Development**

 *Membership:*

1. Chairperson
2. The number of members to be at the discretion of the chair and representative of the membership

*Duties and Responsibilities:*

1. Educate the membership on accessing PD funding and reimbursement.
2. Identify and promote unique PD opportunities to STA members.
3. Reports / Newsletter articles?
4. represent and advocate the views of the Association in all phases elating to professional development;
5. identify and respond to the professional development needs of members in the Association;
6. co‑operate with The Manitoba Teachers' Society, Manitoba Education, Citizenship and Youth, the Sunrise School Division, and with other similar bodies to develop and enhance programs for the professional development of members.
7. Prepare and present an annual report to the Division on the use of PD funds.

 **4.04-4 Equity and Social Justice**

 *Membership***:**

1. Chairperson
2. The number of members to be at the discretion of the chair and representative of the membership

 *Duties and Responsibilities:*

1. Educate the membership on ESJ issues
2. Reports / Newsletter articles?
3. represent the Association on such committees dealing with professional practices as may be designated by the President and the Executive;
4. under the direction of the Executive, conduct studies, initiate projects and/or provide seminars in areas of professional concern.
5. promote equity in all areas of Association work in issues related to Human Rights legislation including characteristics such as age, race, ethnicity, sexual orientation, mental or physical disability, pregnancy, sex, and others;
6. encourage and recommend changes in classroom materials and educational association policies and programs to eliminate bias;
7. develop and implement an annual action plan to address, with the Association membership, societal issues of equity through workshops, in-services, presentations, pamphlets, newsletters and library resources.

 **4.04-5 Public Relations**

 *Membership:*

1. Chairperson
2. The number of members to be at the discretion of the chair and representative of the membership

 *Duties and Responsibilities:*

1. Educate the membership on pertinent PR issues
2. Reports?
3. Publish at least 5 newsletters for members;
4. Apply for the yearly MTS PR grant
5. take other actions related to public relations with the Division, the members or other bodies as determined by the Executive.

 **4.04-6 Wellness**

 *Membership*

1. Chairperson
2. The number of members to be at the discretion of the chair and representative of the membership

 *Duties and Responsibilities:*

1. Educate the membership on Association Wellness opportunities
2. Reports / Newsletter articles?
3. initiate a Reception to welcome new members
4. retiring members are honoured;
5. Develop a plan to facilitate members’ recreation,
6. Plan at least one social event per school year which all members of the Association may attend.
7. promote and encourage members to participate in MTS events such as hockey, curling and golf tournaments.

 **4.04-7 Workplace Safety and Health**

 *Membership*

1. Chairperson
2. Workplace Safety & Health “school” reps will form the STA Workplace Safety & Health Committee.

*Duties and responsibilities:*

1. educate the membership on workplace safety and health matters;
2. monitor Divisional policy and practices to ensure a safe workplace
3. Reports / Newsletter

**5.0- MEMBERS-AT-LARGE**

A Member-at-large will carry out the aims and duties referred to him/her by Council or the Executive.

**Sunrise Teachers’ Association Election Policy**

1. General nomination process and deadlines for candidates to seek nomination will be circulated via Divisional email on the authority of the Local Electoral Officer no later than February 15th.
2. Notice of election to members will be circulated via Divisional email on the authority of the Local Electoral Officer no later than February 15th. (\*Letter of understanding and/or entrenched in collective agreement)

**General Nomination Process: If I want to be a nominee how do I go about it?**

1. Perspective Candidates must communicate their intention to run for a position to the Local Electoral Officer no later than 1 day prior to the March council meeting.
2. During the March council meeting the Nominating Committee shall report to Council, in writing, the slate of nominees. The current slate of nominees and a last call for additional nominees will be circulated via Divisional email on the authority of the Local Electoral Officer within 24 hours of that meeting. (\*Letter of understanding and/or entrenched in collective agreement)
3. 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 candidates will be accepted past this date.
4. The Nomination Committee will vet and approve election statements within 3 days of submission. Candidates wishing to have a one page 8 ½ x 11” pdf Election Statement circulated to membership via divisional email and posted to the STA website must submit it to the Local Electoral Officer by the **April 1st.**
5. The approved Election Statements will be circulated by the Local Electoral Officer to all members via Divisional email and will be posted on the STA website on April 15th.
6. All other election materials will be vetted and approved by the Nomination Committee within 3 days of submission.

**Sunrise Teachers’ Association Election Policy**

**General Campaigning Process: How can I Campaign?**

1. Campaigning may start (including the distribution of campaign materials) April 1st.
2. All campaigning must cease the day before the advance polls.
3. All candidates are expected to adhere to the MTS Professional Code of Conduct.
4. Candidates have the right to distribute campaign materials during the election campaign period. Prior to distribution, all campaign materials must be vetted and approved by the Nomination Committee within 3 days of submission.
5. The candidates will assume any campaign expenses.
6. Candidates must be afforded equal opportunity when visiting schools during the campaign period.
7. School staff must receive notification of any planned visits via email from the Council Representative when received and/or a minimum of 3 days prior to the visit.

**General Election Process:**

1. Secret ballots or secure electronic ballots shall be used.
2. The LEO will run a short training session for all Council Contact Representatives at the March Council meeting.
3. Advance Polling shall be held in each worksite a minimum of one day in the week prior to the election date. The Local Elections Officer (LEO) shall set consistent dates for Advance Polling.
4. All Council Contact Representatives will remain neutral & unbiased during the election process.
5. The LEO will be sending out all Election Rules and Procedures to each Contact Representative at each worksite 2 weeks prior to the Advanced Poll.
6. The president can vote at any STA worksite.
7. On the Election Day, please refer to the chart below: **Paper Ballot vs. Electronic Ballot**
8. Members of the newly elected executive shall take office on the 15th of July.
9. Any election concerns should be directed to the MTS General Secretary.

**Sunrise Teachers’ Association Election Policy**

|  |  |
| --- | --- |
| **Paper Ballot** | **Electronic Ballot** |
| 1. Names shall appear in alphabetical order by last name. No other identifying information about the candidate shall be revealed.
 | 1. Names shall appear randomly.
 |
| 1. Each STA member needs to sign the voting list prior to receiving a ballot.
 | 1. Any company chosen must ensure a secure, anonymous election that is auditable and verifiable.
 |
| 1. The ballots are to be all initialed by the LEO and the Council Representative.
 | 1. Any company chosen must ensure equitable opportunities for member participation in the electoral process.
 |
| 1. The Ballot Box needs to be supervised at all times.
 | 1. Election results
 |
| 1. By 4:00 p.m. on the day of the election, the ballots and a signed voters’ list shall be placed into a signed, sealed envelope, uncounted and stored in a secure location.
 |  |
| 1. Members of the Election Committee shall pick up all envelopes and count the ballots the following day.
 |  |
| 1. Candidates may have one designated scrutineer present for the counting of the ballots as observers only.
 |  |
| 1. All ballots for each worksite shall be reconciled to the voter’s list.
 |  |
| 1. The person with the largest number of votes is declared elected.
 |  |
| 1. If the margin of victory is 5% or less, ballots must be recounted.
 | *\*Refers to both Paper & Electronic* |
| 1. In the event of a tie, another election between tied candidates will be conducted with ten (10) school days.
 | \*Unofficial election results will be communicated with Candidates as soon as possible.  |
| 1. The ballots shall not be destroyed until such time as the LEO presents a written report that is approved by Council.
 | \*Election results shall not be official until the LEO presents a written report that is approved by Council. |