

# Elk Island Catholic Teacher

Local 21

## STANDING RULES DIRECTORY

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**Approved at AGM - May 31, 2017**

**Revised and Approved at AGM – May 30, 2018**

## **I) Amendment of Standing Rules**

- 1) Standing rules are amendable by a motion passed by either:
  - a) majority of the members present at a general meeting of the local or
  - b) at least two-thirds of the members of the local council present at a local council meeting.
- 2) A standing rule may be suspended by a motion passed by a majority at any general or local council meeting for the duration of that meeting.

## **II) Definitions**

- 1) The four wards shall be those members assigned to the staffs at the schools/sites located in these four geographical zones:
  - a) Camrose
  - b) Fort Saskatchewan
  - c) Sherwood Park
  - d) Vegreville

## **III) Committees**

- 1) Committees
  - a) A member of a committee shall serve until that member is replaced either by election or by appointment.
  - b) Committee meetings may be called by the committee chair, on the request of local council or on the request of a committee member as business requires.
  - c) Each committee shall submit to the treasurer, by April 30, requests for budgetary consideration.
  - d) Each committee shall adhere to the budget as approved at a general meeting unless prior approval from local council has been received.
  - e) Each standing committee shall submit a written report as required at local council meeting consisting of:
    - (1) information on committee activity
    - (2) proposals for action, coupled with a rationale
  - f) Ad-hoc committees may be struck by the President and approved by Local Council, as the need arises. Ad hoc committees shall submit written reports

- to the local council as directed by local council.
- g) To maintain continuity, each standing committee chair is required to maintain electronic records summarizing activities by date. The records shall be passed on to the chair of the subsequent committee.
  - h) Release time may be authorized by local council and can be granted for committee work in accordance with the collective agreement.
  - i) Chairs of subcommittees will attend local council meetings/executive meetings as requested by the executive committee
  - j) Voting Procedures at local council:
    - (1) All voting will be done by members in attendance and by motion only. No voting by proxy will be accepted.
    - (2) Voting will be consistent with parliamentary procedure.
    - (3) Voting members will include executive, school reps and chairs of committees.
    - (4) Each voting member is given one vote per position.
    - (5) If a member has multiple positions on council they are granted only a single vote.
    - (6) Members who share council responsibilities are granted a single vote between them.
    - (7) The president or chair shall not be a voting member unless deciding a tie.
    - (8) Guests and non-members of local council shall not be granted voting privileges.

## 2) Constitution / Standing Rules Committee

- a) The constitution committee shall consist of a minimum of three members appointed by local council, one of whom shall be a member of the executive of the local.
- b) The constitution committee shall elect the chair at the first meeting of the committee.
- c) The duties of the constitution committee shall be to review the constitution and standing rules annually in order to bring recommendations for changes to the Annual General Meeting of local council.

## 3) Economic Policy Committee (EPC)

FRAME OF REFERENCE – EPC frame of reference revised Oct. 2014 to be included in the addendum.

- a) This committee shall be called the Elk Island Catholic Economic Policy Committee, hereafter referred to as the Teacher Welfare Committee (TWC). It shall prepare for and oversee negotiations and oversee the enforcement of the collective agreement on behalf of the teachers who are employed by the Elk

Island Catholic Separate Regional Division #41. The (TWC) is governed by the independent document EPC Frame of Reference Oct. 2014, and a copy is filed with the Secretary of Elk Island Catholic Teachers Local # 21.

#### 4) Local Communications Committee

- a) The local communications / political engagement committee shall consist of up to four (4) members appointed by the president, subject to approval by local council, to serve for a term of one (1) year.
- b) The chair of the local communications committee shall be the Local Communications Officer.
- c) The duties of the local communications committee may be to:
  - 1) Maintain and distribute information to the membership
  - 2) Plan, prepare and execute a media plan related to issues of concern to the local, at the direction of local council
  - 3) Advise the president and local council on public relations
  - 4) Maintain a liaison with the assigned communications consultant, other associations, groups and central administration on joint communication projects
- d) Develop and implement a program to promote a positive image of the local to the community
- e) Prepare and present for the president's approval media news releases, articles and submissions to convey the local's position on issues of concern to the public

#### 5) Local Political Engagement Committee

- a) The local political engagement committee shall consist of up to four (4) members appointed by the president, subject to approval by local council, to serve for a term of one (1) year.
- b) The chair of the local political engagement committee shall be the Local Political Engagement Officer.
- c) The duties of the local political engagement committee may be to:
  - 1) Maintain and distribute information to the membership through the president
  - 2) Plan, prepare and execute a political plan related to issues of concern to the local, at the direction of the president;
  - 3) Advise the president and local council on political issues
  - 4) Maintain a liaison with the assigned political engagement consultant, other associations, groups and central administration on joint political projects
- d) Prepare and present for the president's approval media news releases, articles and political forums to convey the position of Provincial Executive Council and the local's position on issues of concern.

#### 6) Nominating Committee

- a) The nominating committee shall consist of up to three members: the past president or president's designate and two other members appointed and approved at local council.
- b) The past president, or president's designate shall chair the nominating committee.
- c) The duties of the nominating committee shall be to:
  - (1) Determine which elected local council terms will be expiring
  - (2) Call for nominations from the general membership to fill the positions which will be vacant.
  - (3) Nominate at least one candidate to fill each vacant position.
  - (4) Report the slate of candidates prior to the annual general meeting if available
  - (5) Report the slate of candidates at the annual general meeting
  - (6) Conduct the elections at the annual general meeting

## 7) Professional Development (PD) Committee

Frame of Reference - The PD committee shall consist of the PD Chair and up to 17 members of the local. The PD Chair and its 17 members should be a fair representation of all schools.

- a) Members of the PD committee will be approved at Local Council.
- b) The duties of the PD committee may be to:
  - (9) Plan in-services and institutes
  - (10) Encourage the formation of and participation in specialist councils
  - (11) Communicate information relating to professional development to the general membership
  - (12) Approve the allocation of funds for members wishing to attend PD activities
  - (13) Perform other duties as designated by local council
- c) The convention subcommittee will be appointed at local council according to the zone teachers' convention guidelines.
- d) The duties of the convention subcommittee shall be to:
  - (14) Represent the local at meetings of the zone teachers' convention association
  - (15) Inform local council of pertinent proceedings of the convention association
  - (16) Seek members to chair convention sessions
  - (17) Distribute convention publicity to the general membership
  - (18) Other duties required by the convention zone

e) Subcommittees of the PD committee may be formed from time to time to deal with specific committee functions. These subcommittees may draw a portion of their membership from the general membership of the local, at the discretion of the PD committee.

#### 8) Annual Representative Assembly Committee

- a) The annual representative assembly committee shall consist of members appointed from local council for a one-year term.
- b) The chair of the annual representative assembly committee shall be selected by the annual representative assembly committee members.
- c) The duties of the annual representative assembly committee shall be to:
  - (1) call for submission of resolutions for the Annual Representative Assembly from the members of the local prior to November 30 of each year
  - (2) review members' submissions for resolutions and forward these submissions to the Association
  - (3) review, then highlight all provincially submitted resolutions to local council
  - (4) attend representative assemblies
  - (5) report on annual representative assemblies to the membership at AGM

#### 9) Social Committee

- a) The social committee shall consist of fair representation from interested teacher members, be approved by local council or appointed by the executive council.
- b) The chair of the social committee shall be elected by the members of the committee
- c) The duties of the social committee could be to:
  - (1) organize system-wide socials for all teachers working for the district
  - (2) keep accurate records of all monies received and expended by the social committee and report on the current financial status

#### 10) Substitute Teachers Committee (ST)

- a) The local may organize a substitute teacher committee, should the need arise. The executive may appoint a substitute teacher representative.
- b) Those eligible for participation on the ST committee shall be members who substituted for the district for at least one day during each term of the school year.
- c) The frame of reference of the ST committee shall be that:
  - 1) Its objects shall be to advance the professional skills and knowledge unique to substitute teaching and to advance within the local the special

interests of substitute teachers. A substitute teacher representative should be representative of all substitute teachers.

- 2) They should meet as required.

#### 11) Teacher-Board /Teacher-Superintendent Advisory Committee (TBAC/TSAC) / Liaison

- a) The TBAC/TSAC/Liaison shall consist of fair representation from the local.
- b) A chair and a secretary of the TBAC/TSAC/Liaison shall be elected by the members of the TBAC/TSAC/Liaison.
- c) The duties of the TBAC/TSAC/Liaison shall be to:
  - (1) function under the guidelines stipulated in the Labour Act monitor the application of the district's policies and guidelines in the district's policy handbook, reporting discrepancies to local council
  - (2) review the district's policies/administrative procedures, periodically, making recommendations for changes to be pursued by local council
  - (3) consider submissions made in writing by the general membership concerning working conditions outside the collective agreement
  - (4) Meet with district board representatives to present concerns about working conditions and recommend solutions as directed by the committee and approved by local council.

#### 12) Diversity Equity and Human Rights Committee (DEHR)

- a) The DEHR committee shall be appointed by executive and approved by local council.
- b) The chair of the DEHR committee shall be appointed by the members of the executive council.
- c) The DEHR committee shall consist of fair representation from interested teacher members.
- d) The duties of the DEHR committee could be to:
  - (1) organize system-wide PD and events for all those working for the district
  - (2) keep accurate records of all monies received and expended by the DEHR committee

#### **IV) Elections**

- 1) Any candidate for the position of an executive office or TWC is requested to submit their name and the position sought, to the chair of the nominating committee.
- 2) Nominations for officers and TWC members will be accepted by the nominating committee no less than 14 days before the AGM with the approval of the person being nominated. If representation is needed as a result of the presidential election, nominations will be accepted from the floor for the vacant VP position.
- 3) Elections at the annual general meeting shall be organized and operated by the nominating committee.

## V) Expense Claims

- 1) Members incurring expenses on behalf of the local shall claim reimbursement by supplying to the treasurer of the local a completed expense claim to which are attached original receipts, when possible, within 60 days of the date when the expense was incurred.
- 2) The treasurer shall reimburse members only for expenses approved by the members at a general meeting or by local council.
- 3) Members who incur expenses while on business on behalf of the local shall be reimbursed at the following rates or reasonable costs at the discretion of local council:
  - a) \$ 0.53/ km for travel in the member's vehicle
  - b) up to \$15/ breakfast, \$15/ lunch, and \$30/dinner
  - c) full reimbursement of registration fees
  - d) full reimbursement of accommodation, not to exceed rates recommended by the ATA, subject to approval by local council or executive
  - e) full reimbursement of the cost of a substitute teacher, if required.
  - f) full reimbursement for other costs, including reasonable babysitting costs to a maximum of \$20 a half day or \$40 a full day, incurred attending to local business on evenings, weekends, or Summer Conference.
- 4) Reimbursement shall be made for travel to and from an Annual General Meeting for only one member's vehicle when more than one member from a locale travels to the same location together. Mileage will be reimbursed along these guidelines.
  - a) A person can only claim mileage if ATA business takes them substantially off from their normal route of travel to school/or home.

## VI) Gifts and Awards

- 1) The school local council representative shall be responsible for the ordering and delivery to a staff member or staff member's family a Mass card and flowers/donation to a value of \$50 in the case of the death of a staff ATA member, spouse or child.
- 2) The local shall contribute to the purchase of a retirement gift for members at the rate of \$10/year of service that the member has provided to the district, with a minimum of \$50 and no maximum. If in the event that the school staff is holding a retirement function for a retiree, the Local Council will reimburse the school to a maximum of \$ 50.00 per retiree for food expenses incurred.



- 3) The president and the vice-president(s) with the support of the Executive and local council shall each be responsible for the coordination of the induction and retirement ceremonies.
- 4) The local shall present a scholarship of \$ 250 to the student with the highest academic average at each High School, who is the child of an ATA local # 21 teacher.

## **VII) Honoraria**

- 1) The local shall grant an annual honorarium in gratitude for services rendered to the local as follows:
  - a) president:\$1200
  - b) vice-president(s): \$600
  - c) secretary: \$900
  - d) treasurer: \$900
  - e) past president: \$600
  - f) annual representative assembly delegates in attendance at the representative assemblies: \$200
  - g) local communications committee chair: \$600
  - h) TWC chair: \$600
  - i) NSC chair: \$300 non-bargaining years, \$600 on bargaining years
  - j) PD Chair: \$600
  - k) TBAC / TSAC / Liaison Chair: \$100
  - l) all other standing committee chairs: \$100

Note: Should a member fill multiple executive positions, honorarium will be determined by the executive and approved by the local council.

- 2) The President on behalf of the executive with the approval of the local council may determine the honorarium amount depending upon circumstances.
- 3) The local shall grant a gift card (valued at approximately \$20-30) / local council meeting attended by each school representative.
- 4) The local shall grant an honorarium of \$20 / meeting attended on local business by each officer, local council member or committee member, excluding local council meetings. If the meeting was during the day and a sub teacher was required and paid by the ATA, then no honorarium is paid.
- 5) Executive Council, upon advisement of the President, may grant an honorarium of up to \$600 / member for special services rendered to the local.
- 6) The local shall grant a per day Honorarium of \$ 80.00 per full day / \$ 40.00 per ½ day or evening to any member performing approved local business on personal time during evenings, weekends or between school years.

### **VIII) Vacancies**

- 1) Any vacancies not covered by Article 26 of the constitution shall be filled by appointment by local council.
- 2) In the event that a member is inexcusably absent from two or more meetings, which the member is obliged to attend, then local council, upon recommendation of the president, may replace that member or modify their honorarium.
- 3) Local council shall, by a majority vote, designate the vice-president who is to serve as president in the president's absence.

### **IX) General**

- a) The supplemental levy for the Elk Island Catholic Teachers ATA Local #21 shall be \$120 per full-time active member per year, and \$120 per part-time active member per year effective September 1, 2017.