

**Constitution and Handbook of  
Policies & Procedures Red Deer  
Local No. 60 Alberta Teachers'  
Association**



**The Alberta  
Teachers' Association**

**Version: May 2016**

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## **1.0 Preface**

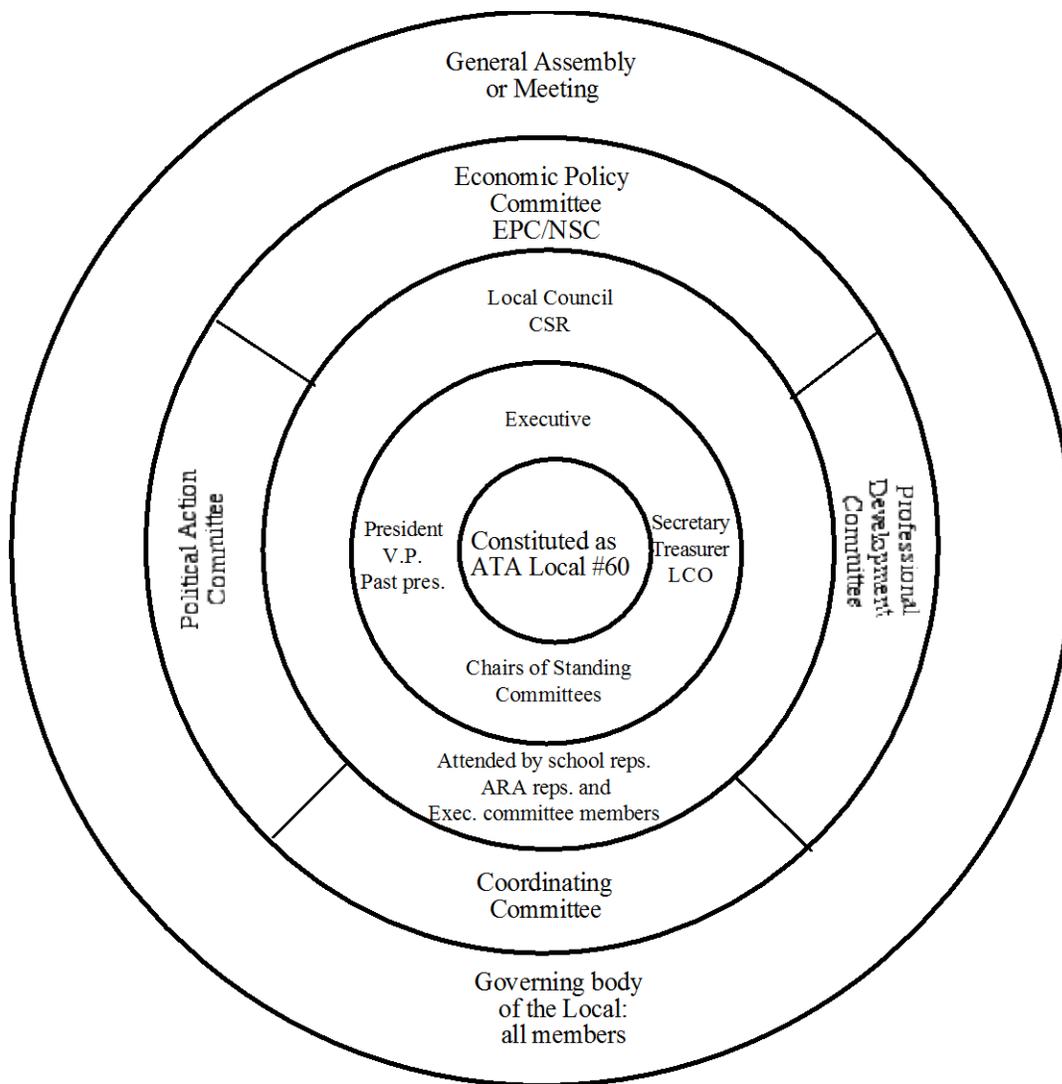
The basis of governance of the Local is the Red Deer City Local No. 60 constitution. The constitution may be amended after proper notice has been given and the amendment is passed by majority vote at a general meeting of the Local. All amendments of the Local constitution are subject to ratification by the Provincial Executive Council (PEC) of the Alberta Teachers' Association.

Changes to the Handbook of Policies and Procedures of the Local may be made by the executive committee of the Local and are subject to ratification by the Council of School Representatives (CSR).

## 2.0 Local Structure

Name of Local: Red Deer City Local No. 60, Local Association of the Alberta Teachers' Association

Locals created by the Alberta Teachers' Association provide collective representation, liaison with the provincial association and input to policy decisions. They operate under constitutions approved by Provincial Executive Council (PEC) on fees paid by members. From the provincial fee set annually at the Annual Representative Assembly (ARA), 20% is automatically provided to the Local from the Refundable Budget. In addition, grants-in-aid, and special grants assist with local activities. Many locals have a supplementary fee levy.



Updated September 2002

### **3.0 Red Deer City Local No. 60 Constitution**

#### **Name**

1. The name of this local shall be Red Deer City Local No. 60, Local Association of The Alberta Teachers' Association.

#### **Boundaries**

2. The area served by this local association shall include Red Deer Public School District No. 104.

#### **Membership**

3. (1) All active members of The Alberta Teachers' Association employed by Red Deer Public School District No. 104 are members of this local.  
  
(2) Associate members of The Alberta Teachers' Association, such as are assigned from time to time by the Provincial Executive Council of the Association and who pay the prescribed local association fee, may become members of this local association with all rights and privileges of active members.

#### **Objects**

4. The objects of this local association shall be to further the objects of The Alberta Teachers' Association as set out in Section 4 of the *Teaching Profession Act* and the General Bylaws of The Alberta Teachers' Association.

#### **Fees**

5. This local association shall have the power, subject to approval of the Provincial Executive Council of The Alberta Teachers' Association, to levy fees for membership in this local association such as are determined from time to time in a general meeting of the local association. Such fees shall be additional to the fees prescribed by the Annual Representative Assembly.

#### **Rules of Procedure**

6. The proceedings of all meetings shall be regulated by the official Rules of Order and Procedure as published in the

## Organization

7. (1) The governing body of this local shall be a general meeting of its members held in May, ten percent of whom shall constitute a quorum.
- (2) A general meeting of this local shall be held annually, receive reports and deal with same, approve and set policy and deal with such other matters as may rise.

## Council of School Representatives (CSR)

8. (1) There shall be constituted a council of school representatives consisting of:
  - a) all members of the executive committee
  - b) school representatives, elected in September by each school staff according to the following schedule:
    - (i.) one representative for each 15 teachers, or major fraction thereof, on the staff,
    - (ii.) one representative elected by the combined staff of all schools which have four or fewer teachers.
  - c) one representative elected by members employed at the central office of the Red Deer Public School District No. 104,
  - d) Local representatives to any representative assembly of The Teachers' Association,
  - e) two representatives of the substitute teachers' committee.
- (2) Members of this local, other than CSR members, may attend council meetings, may speak with approval of the meeting, but may not vote.
- (3) The duties of the CSR shall be:
  - a) to administer the affairs of the local association, including the adoption of an audited annual financial statement, and approval of an annual budget,
  - b) to approve frames of reference for each of its committees,

- c) to hear reports from its committees and decide on action to be taken,
- d) to approve representatives to the ATA summer conference and to other events requiring local representation on an ad hoc basis,
- e) to deal with other matters not inconsistent with this constitution or The Alberta Teachers' Association General Bylaws,
- f) to establish, from time to time, such other temporary or permanent committees and positions as are deemed necessary.

(4) The CSR shall meet monthly during the school year, or more frequently in emergent situations. The May meeting may be in conjunction with the Annual General Meeting.

(5) The Executive may give notice to the CSR if the Executive or the Table Officers feel there is insufficient reason to have a meeting.

(5) A majority vote of those present shall govern the decisions of the CSR unless rules and regulations otherwise decree.

(6) Ten CSR members are required to constitute a quorum.

## **Executive Committee**

9. (1) The executive of this local shall consist of the President, Vice-President, Past President, Secretary, Treasurer, Chairs of all standing committees and the Local Communications Officer.

Should the position of the Past President be vacant, then the local executive may appoint, on an ad hoc basis, persons to fulfill the duties normally assigned to the Past President. Such appointments are to be made in consultation with the CSR.

(2) It shall be the duty of the Executive Committee to prepare the agenda of business for all general, special or CSR meetings of the local association, to prepare and submit to head office of The Alberta Teachers' Association such reports and statements with reference to the affairs of the local association as may be required by the Provincial Executive Council of The Alberta Teachers' Association, and to ensure that there is liaison between the local and the employing board and, where time is of the essence, to assume the functions of the CSR.

(3) The Executive Committee shall meet monthly during the school year, or as often as local business requires.

## **Notice of Meetings**

10. (1) Notices of intent to hold a general, special, CSR or an Executive meeting shall be provided by the Secretary at least seven days before such meeting is to be held, provided however, that any meeting may, by two-thirds vote of the total number of members on the roster, waive notice of a meeting or of any motion brought before the meeting.

(2) Meetings of the local association shall be called by the President, or on the request of the Executive Committee or the CSR, or on the written request of ten members of the local or at the request of an officer of The Teachers' Association or the district representative of whose district this local association forms a part.

(3) A record shall be kept of all those attending general, special, CSR, and executive meetings of this local.

(4) An officer of The Alberta Teachers' Association or District Representative of whose district this local forms a part, may attend and participate in any meeting of this local association, however, neither an Association officer nor a district representative are permitted to vote on motions of the meeting except that a district representative may vote if a member of this local.

## **Duties of Table Officers**

11. (1) Table Officers Committee--This committee shall be composed of:

- (i) the President
- (ii) the Vice-President
- (iii) the Secretary
- (iv) the Treasurer

(2) This committee shall act on behalf of the executive in emergent situations. Decisions of this committee shall be placed, for discussion, on the agenda of the next executive meeting.

(3) President - The duties of the President shall be:

- (a) to call and preside at all general, CSR, and executive meetings of this local association,
  - (b) to exercise general supervision over the affairs of this local association,
  - (c) to serve as a local representative to representative assemblies,
  - (d) to serve as an ex officio member of all committees established by this local or any subgroup of this local.
- (4) Vice-President - The duties of the Vice-President shall be:
- (a) to take charge of the affairs of this local association in the absence of the President
  - (b) to assist the President in the discharge of duties
  - (c) to serve as local representative to representative assemblies
  - (d) to chair the local representatives committee to the annual representative assembly (ARA) of The Alberta Teachers' Association.
- (5) Secretary - The duties of the Secretary shall be:
- (a) to keep accurate recordings of all proceedings of this local association
  - (b) to bring before the executive committee of this local association all communications received by the local
  - (c) to prepare and send to head office of The Alberta Teachers' Association such reports as may be required from time to time and,
  - (d) to prepare and send notices calling all general, CSR and executive meetings.
- (6) Treasurer - The duties of the Treasurer shall be:
- (a) to prepare at the direction of the executive committee an annual budget for the local
  - (b) to keep accurate records of all moneys received and collected and to take charge of the same

- (c) to prepare an annual financial statement for audit purposes
- (d) to make the necessary disbursements of the funds of this local association as authorized by the executive committee
- (e) to prepare and send to The Alberta Teachers' Association such statements and reports as may be required from time to time.

## **Other Committees**

12. (1) ARA Representatives - The duties of local representatives shall be:
- (a) to represent this local at all representative assemblies of The Alberta Teachers' Association,
  - (b) to report the proceedings of all representative assemblies to the CSR and to such other gatherings as may be decided,
- (2) Economic Policy Committees (EPC) – refer to the Frame of Reference.
- (3) Professional Development Committee - This committee shall be composed of:
- (a) (i) a chair elected during local elections,
  - (ii) volunteer members (one per school) of the local as needed,
  - (b) It shall be the responsibility of this committee to exercise general supervision of the professional development activities of the local.
- (4) Convention Committee
- (a) This committee shall be composed of three representatives elected during local elections.
  - (b) It shall be the responsibility of the representatives to attend all meetings of the Teachers' Convention Association of which the local is a member and assist in general planning of the convention and report the activities of the Convention Association to the CSR.
- (5) Substitute Teachers Committee

It shall be the duty of this committee to elect two representatives to the CSR and to conduct the affairs of the substitute teachers group according to the policies outlined in the policy manual.

(6) Coordinating Committee

(a) This committee shall be composed of:

- (i) the local President
- (ii) two representatives elected during local elections
- (iii) the EPC chairperson

(b) It shall be the duty of this committee to meet with the school board representatives to discuss district policies not addressed in the collective agreement and to report committee activities and issues to the CSR.

(7) Scholarship Committee

(a) This committee shall be composed of:

- (i) a chair elected during local elections
- (ii) four appointed members. Appointments to this committee are to be made by Chair in consultation with the CSR.

(b) The duties of this committee shall be to select candidates for scholarships and awards as outlined in the policy manual.

## **Other Local Positions**

13. Staff Representatives - Staff representatives shall be elected or appointed by their respective staffs in September as per the formula identified in clause 8.1 of this Constitution.

The duties of the staff representatives shall be:

- (a) to attend all CSR meetings,
- (b) to communicate with their respective staffs, the activities of the CSR,

- (c) to communicate with their respective staffs, information from The Alberta Teachers' Association,
  - (d) to communicate with the CSR and local executive, the interests and concerns of their respective staffs,
  - (e) other duties as prescribed in local association or provincial association policy.
14. Past President - The duties of the Past President shall be for a period of one year and shall include:
- (a) assisting the local executive with the discharge of its duties,
  - (b) attending all CSR, Executive and general meetings of the Local,
  - (c) chairing a nominating committee whose purpose is to identify candidates for the local election. The nominating committee is to be established on an ad hoc basis. Appointments are to be made by the chair, in consultation with the CSR,
  - (d) informing the Local Executive, at the end of the term of office, if they wish to continue in the position.
15. Local Communications Officer- The duties of the LCO shall be to develop and implement a local communications program as outlined in the policy manual; section 3.0.
16. Political Engagement Chair - The Political Engagement Chair, as outlined in the local policy manual, will develop and implement, at appropriate times, plans that will further the objects of this local association.
- (1) The Political Engagement Chair may appoint, on ad hoc basis, members to a Public Relations committee. Appointments are to be made in consultation with the CSR and are subject to the approval of CSR.

## **Elections**

18. (1) The positions of President, Vice-President, Secretary, Treasurer, local representatives to ARA, three convention representatives, two coordinating committee representatives, PD Chair, Scholarship Chair,

Local Communications Officer and Political Engagement chair shall be elected during a local election.

Local representatives to ARA be selected annually in a process approved by the CSR.

(1.1) The term of office for elected positions shall be July 1 to June 30 of the following year except as otherwise authorized in this constitution.

(2) Vacancies in locally elected positions shall be filled by appointment by the local executive subject to approval of the CSR.

(3) A nominating committee shall be established, composed of the past President (chair) and two members-at-large appointed by the CSR. The duties of the nominating committee shall be recruitment of a list of candidates for local positions in an election as identified in clause 18.1 of this constitution.

(5) The returning officer for local elections shall be:

- (a) the Past President
- (b) a Local Executive appointee, should the Past President's position be vacant.

(6) The election schedule shall be as follows:

- (a) call for nominations shall occur at the March CSR meeting,
- (b) the nomination deadline shall be the first Wednesday in April,
- (c) elections shall be by secret ballot in schools on the third Wednesday of April,
- (d) results of the local election shall be announced no later than the May Annual General Meeting.

(7) Notwithstanding clause 18.(6) nominations for the position of EPC committee shall be called no later than 30 days after a collective agreement has been ratified by the Board and the Local. The election date is to be fixed no later than 7 days from the date fixed as the nomination deadline. The term of this position shall be as identified in the EPC Frame of Reference.

## **General**

19. The financial year of this local shall be July 1 to June 30.

20. Amendments to the constitution shall occur at a general meeting of the local.
- (1) Amendments shall require the approval of at least two-thirds of the members present and voting at the meeting.
  - (2) Notice of motion to amend shall be given one month in advance of the general meeting.
  - (3) Amendments are subject to ratification by Provincial Executive Council of The Alberta Teachers' Association

Ratified by TOC on behalf of PEC 1973 11 08, 1975 02 20, 1977 05 26, 1979 04 23, 1995 02 06, 2000 09 08

Updated May 2016

**Policies & Procedures  
Red Deer Local No. 60  
Alberta Teachers Association**



**The Alberta  
Teachers' Association**

May 2016

## **1.0 Annual Representative Assembly**

Note: ARA Representative members are selected annually according to the selection process as established by the CSR as authorized within the Local's constitution.

### **ARA Delegate Selection**

The positions for "Local Representatives to ARA" be open to Executive members first. This selection must be made at an Executive meeting in February each year. If more Executive members volunteer than positions are available, an election by secret ballot will be conducted by the President and Vice President or their designates.

Any resulting vacancy(ies) will be filled by any CSR member who is nominated at the March, or next CSR meeting. If there are more nominations than vacancies, a vote by secret ballot will be conducted at that CSR meeting.

If any vacancies exist after this time, the Executive shall make the opportunity known to all members, request indications of interest and appoint their chosen Local No. 60 member(s) to serve in the remaining vacancy(ies).

### **Reimbursement for Local No. delegates to ARA is as follows:**

1. Registration and accommodation
2. Meals and expenses to a maximum of \$250
3. Local No. 60 reimbursement per each non-school day
4. One appreciation meal to be paid by the Local at the ARA meeting
5. Mileage at Red Deer Local 60 rate

Should an ARA be held on regular school days, the ARA Committee chairperson shall request substitute teachers for ARA delegates. The costs for substitutes shall be born by the provincial Association who may be invoiced by RDPSD No. 104 Central Services for such costs.

Updated May 2016

## 2.0 Professional Development Fund Guidelines

1. Each school will establish a Professional Development Fund committee that will approve the dispersal of all individual teacher funds; these funds shall be derived from Clause #14 of the Collective Bargaining Agreement.
2. The Committee shall consist of a CSR member and two other members of the ATA on the school's teaching staff. This committee shall submit their names to the PD chair by September 30<sup>th</sup> of the school year.
3. The money allocated to each certificated instructional staff will be determined by the total number of FTE teachers employed in Red Deer Public School District as of September 30<sup>th</sup> of that school year as reported by the Associate Superintendent, Human Resources as determined by Clause #14 of the Collective Agreement.
4. The PD Fund will set aside the equivalent of 10 PD allotments for the sole purpose of supporting late teacher hires throughout the school year until the month of May. All late hires will receive an allotment according to the following schedule:

Start date in	Sep	100%
	Oct –Dec	75%
	Jan –Feb	50%
	Mar – May	25%
	Jun	0%

Late part-time hires will receive a pro-rated PD allotment based on their assignment percentage and length of contract.

Any unused credits from the period of temporary employment will be reallocated to the general PD Fund of the subsequent year, unless the temporary member obtains a contract before employment expires.

5. All members who go on leave will retain their current year's PD allocation if they remain members in good standing, which includes payment of dues. Otherwise, if a member goes on leave, or ends their employment, their PD allotment will be reduced by the late-hire percentages, based on the final date of work. All credits in their account will be returned to the general PD Fund to be reallocated in the subsequent year.
6. Any member of Local No. 60 leaving the RDPSD No. 104 through retirement, termination of contract or termination of employment will revert their unused PDF monies to the general pool of funds to be reallocated at the discretion of the Table Officers' Committee (TOC).
7. Plans for use of the PDF monies should be documented annually in a teacher's Individual Professional Growth Plan.

8. Local No. 60 PD funds are used for the individually directed activities of Local No. 60 members. This usage does not include reimbursement for school or District-level directed PD events, including retreats. If a member is unable to travel with the arranged transportation, the employer is required to reimburse for alternative transportation, or the cost is borne by the member.
9. Teachers will not be eligible for any additional PDF funds beyond a \$3500 accumulation, unless approved by the school PDF committee. A notice of approval to exceed the \$3500 maximum must be received in writing by the PDF Coordinator by September 30th. Failure to do so will cap the eligible teacher's fund at \$3500.
10. The Table Officers Committee (TOC) of Local No. 60 shall arbitrate and make a final binding decision on the validity of any PDF requests that are disputed at the school level. Both individual teachers, and the school PDF committee can appeal any decision to the TOC of the Local.
11. When a teacher is on exchange to a school district in another country and is still being paid by Red Deer Public School District No. 104, the teacher is still eligible for the yearly allocation of PDF funds. The teacher can accumulate the funds in their budget line or access the funds to pay for a professional development activity that has been approved by TOC in lieu of a school based PDF committee. Once approved, the teacher can access their funds by submitting the necessary receipts and a letter to the PDF Coordinator. The teacher on exchange in Red Deer is not eligible for PDF funding.
12. The transfer of funds between one member of Local No. 60 and another member is nonpermissible under any circumstances.
13. A report showing all individual Local 60 member PDF allocation balances for each work site be produced at least once per year and be provided to the Treasurer and PD Chair.
14. A site-based report of the PDF allocations be provided to one CSR member for each work site. The CSR members will share each individual's information at his or her site through direct communication to the individual. The CSR member will destroy the site-based reports after this reporting process.

Updated May 2016

### **3.0 Communications Officer**

The Communications Officer is an appointed executive position. The term of office is for one year. The term corresponds to that of the other elected members of the Local Executive Committee.

#### **Responsibilities:**

The Communications Officer shall:

1. serve as a member of the Executive Committee,
2. attend and report to all Local Executive and CSR meetings,
3. act as a communications liaison between RDPSD No. 104 and Local No. 60,
4. do coordination of the members of the Local 60 to be able to access and utilize electronic communications websites,
5. prepare a communication budget,
6. advise and communicate between the Local and the public. (For example, press releases, advertising, notices in the media, promoting special events such as Education Week, etc.),
7. encourage and promote Local No. 60 public education.
8. maintain and facilitate contact with the Government/Communications program area of the Association and inform and advise the Local on matters of common concern,
9. establish, on an ad hoc basis, a communications committee to assist in fulfilling the duties and responsibilities of this office.

Updated May 2016

## 4.0 Reimbursement Rates

Members of the Local will be paid for out-of-pocket expenses subsequent to making a request for reimbursement to the Local Treasurer or PD Fund Coordinator when they are on pre-approved business or PD events to the maximum of either policy or available funds, whichever is less. Such a request shall be made on a Local No. 60 PD or Expense Form and must include the name and location of the PD or Association event and the inclusive dates of the event.

Expenses cannot to be reimbursed if another agency is already reimbursing and no member may receive funds for any expense regardless of receipt requirement that another person is already receiving funds for, regardless of the source.

### 4.1 PD Activities

PD activities are paid for through a member's allocations from Collective Agreement PD funds. Also, they may be supported by personal, school-based or Central Services funds.

Mileage	54 cents/km or reasonable airfare whichever is less Distances as published on the RDPSD mileage sheet If not published, mileage for the shortest and safest route based on Google Map data from Red Deer centre to final destination centre and return, plus an additional 5% is the mileage to be used.
Accommodation	\$30 per day or provide receipts for hotel accommodation. The rates must be reasonable and/or the advertised conference rates
Taxi/shuttle/parking:	maximum \$10 per day or provide receipts.
Valet Parking	If member is concerned with safety and provides receipts.
Incidentals	\$7 per day - No receipts needed.
Registration fees	With receipts.
Meals	\$20 per meal (without receipts) or receipts provided
Substitute Costs	Substitute Teacher replacement as per annual rates according to RDPSD and contract.

**Updated May 2016**

## **4.2 Local No. 60 Business**

Note: Claimants need to indicate to the Local Treasurer, if the ATA event qualifies for provincial Association grant-in-aid, so that the Local can obtain funding.

4.2.1 When a Local No. 60 member acts on behalf of the Local, or represents the Local, they will receive reimbursements as outlined in the PD activity section and additionally by the amounts below to cover legitimate expenses incurred while on Local business.

4.2.2 The member, including substitute teachers will receive a reimbursement for non-work days in the amount of \$70 per day, or \$35 per half day for any meeting they attend on behalf of the Association, unless the member is reimbursed for this amount or more by another agency.

4.2.3 Substitute teacher members will also receive substitute teacher pay on days on which they are required to refuse substitute teacher work for Red Deer Public Schools, in order to serve on behalf of the Local No. 60.

4.2.4 Meals can be reimbursed by the amount for PD, or reimbursed in full for reasonable amounts, excluding alcohol, if receipts are provided.

4.2.5 Any substitute teacher costs required for Local No. 60 business absences are paid for by the Local, if not by another organization.

## 5.0 Honoraria

### 5.1 Honoraria Rate Table

<b>Position</b>	<b>Previous</b>	<b>Current</b>
Vice President	\$750	\$1500
Secretary	\$2000	\$2000
Treasurer	\$2000	\$3000

<b>Position</b>	<b>Previous</b>	<b>Current</b>
Past President	\$150	\$150
PD Chair	\$1500	\$2000
Local Political Engagement Officer	\$750	\$1000
Local Communications Officer	\$375	\$1000
EPC Chair	\$1500	\$2000
NSC Chair*	\$1500	\$2000
Substitute Teacher Chair (Guest Teacher)	\$375	\$1000
Scholarships Chair	\$375	\$500
Convention Chair	\$375	\$500
Ad Hoc Committee Chair		\$500

\*Payable at conclusion of contract signing

<b>Position</b>	<b>Previous</b>	<b>Current</b>
Convention Rep	\$150	\$150
ARA Delegates	\$150	\$150
Local 60 Speakers	\$150	\$150
NSC Members	\$350	\$350

## **5.2 President's Honorarium Schedule**

In June, 2002 the CSR established new criteria when dealing with the President's honorarium.

After combining two budget item lines, a new line called President's Release was created with \$25 000 in funds. The distribution of these funds would be done according to three options, one of which was to be chosen by the President at the beginning of his or her term of office in July.

The two options were:

1. \$3000 in honorarium plus 0.3 release time
2. \$15000 in honorarium plus 8 release days

Any surplus funds that were accumulated from year to year would remain in this account.

Updated May 2016

## **5.3 Honoraria: NSC & EPC Chairs**

### **Definition of Active Negotiations:**

A negotiation round, or active negotiation months commence when the Local or School Board responds to a request to begin negotiations with a discussion of dates to meet. The negotiation session ends in the month of the Local's ratifying BUGM (Bargaining Unit General Meeting).

### **EPC and NSC honoraria**

EPC base honoraria be \$600 in non-negotiations years and pro-rated by month. EPC honorarium during negotiations rounds is \$1500 per year, prorated by number of active months.

NSC honorarium be a minimum \$1500 per negotiation round. An additional \$600 honorarium per year prorated by month for each additional month that the round of negotiations remains active beyond the first 12 months of active negotiations.

If an EPC or NSC Chair is replaced in the midst of the first 12-months of the negotiations session, the exiting chair's honorarium will be pro-rated by the number of months served. The new replacement NSC Chair's honoraria will be paid as if the negotiation round just commenced.

New policy: Effective July 1, 2014, Updated May 2016

## **5.4 Dual Role Honoraria**

### **Dual EPC and NSC role**

If the EPC Chair takes on the role of NSC Chair simultaneously, they will receive 50% of the additional NSC honoraria. The eligibility occurs after the EPC Chair's dual role is duly recognized by Executive or CSR. The vacancy opportunity and the appointment must be advertised to all members.

### **Establishment of any other dual role on Executive**

Any member of the Executive other than the EPC and NSC combination will receive the full honoraria commanded by policy for the position. The eligibility of dual honoraria occurs after the member is duly appointed by Executive or CSR. The vacancy opportunity and the appointment must be advertised to all members.

### **Effective date and replacement of policy**

If approved, the new policy will take effect in the following budget year. All other former honoraria policies or reimbursement motions related to the EPC or NSC positions are replaced by these policy statements.

New policy: Effective July 1, 2014, Updated May 2016

## **6.0 Induction**

The Induction ceremony is the Local's welcome and recognition of new teacher members (usually first year teachers) to the profession, to the Association, and to the Local. The Induction may be held in conjunction with the District No. 104 Staff Recognition Night. If Induction occurs as a part of District Recognition Night, then Local No. 60 pays the costs for all inductees and Local executive who choose to attend.

Schools are responsible, on a rotating basis, for the organization of the Induction portion of the ceremonies. The provincial Association provides support and materials for the ceremony. A sample package of materials is forwarded to the host school from the school that organized Induction previously.

The schedule will be set by RDPSPD No. 104 central office.

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## 7.0 Meetings

1. Council of School Representatives meetings shall normally be scheduled each month, beginning in September, on the first Tuesday of each month. Any change of meetings will be noted by the chair at least seven days in advance.
2. Local Executive meetings shall normally be scheduled each month of the school year on the third Tuesday.
3. The president, in consultation with the Executive Committee, may determine that either a CSR, or an executive meeting, may be a dinner meeting. In such instances, the Local shall pay for the meals of any members attending the meeting.
6. At the discretion of the president, a Local Executive appreciation dinner may be scheduled to correspond with the June Executive meeting. Both Local Executive, newly elected executive officers, and spouses or guests of the Executive may attend. The Local will pay the costs of this dinner.

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## 8.0 Retirement

The teachers of ATA Local No. 60 recognize and celebrate the contributions and accomplishments of their colleagues upon retirement from the profession. Usually the teacher's school will organize an appropriate retirement event in keeping with the wishes of the retiree. If numbers warrant, the Local may provide a retirement function for all of the retirees in a given year.

The Local will provide support for a teacher's retirement in the amount of \$300. Normally the Local provides a cheque to the retiree's school in the amount of \$300 upon notification by the CSR Representative of the intended retirement. This amount is intended to offset the costs of a celebration for the retiree and provide for a retirement gift. The total amount may be used to purchase a gift. The Local will not provide monies to purchase a gift certificate.

Note: The provincial Association provides a retirement certificate for all retiring teachers. These certificates are available from Member Services. Retiring teachers may also be recognized at the District Recognition/ ATA Induction ceremony held annually in the autumn.

**NOTE:** In the event of the death of an active member of ATA Local No. 60 prior to their official retirement, the Local will donate the equivalent amount of the retirement monies to the charity or organization as designated by the teacher's family.

Updated May 2016

## **9.0 Socials**

ATA Local No. 60 may, from time to time, organize social events on behalf of their teacher members. These social events may include any of the following, but are not restricted solely to the events contained in this list; golf tournament, curling bonspiel, World Teacher Day celebration, dances, TGIF's, or any other event which may be identified from time to time. The Local may, if circumstances warrant, co-sponsor social activities with other groups such as other ATA Locals or District No. 104.

The Local may provide "seed" money by way of cash advance to assist social activity organizers in their arrangements for such events. This may allow organizing committees to book facilities, provide deposits, or purchase prizes in advance of specific events.

All social activities, unless expressly provided for by approval of either the Local Executive Committee, or CSR, are expected to operate on a "break even" basis.

Individuals, or organizing committees who arrange social events on behalf of Local No. 60, will provide a financial documents in a timely manner to the treasurer of the local after each event.

Social events and activities will be organized on an ad hoc basis either by individual teachers, by designated organizing committees, or by interested schools. Teachers may make an application to either the Executive Committee, or the Council of School Representatives, to organize a social event. ATA Local No. 60 social events must be approved by either the Local executive or CSR.

Updated May 2016

## 10.0 Summer Conference

ATA Summer Conference is an annual Association conference, usually held at the Banff Centre, and is intended as an Association training and professional development conference. The program for the conference changes from year-to-year, and Local No. 60 may send delegates to the conference based on a formula for representation established by the provincial Association.

Red Deer City delegates to Summer Conference shall be chosen according to the following criteria:

1. The Local President.
2. Priority is given to chairpersons of appropriate committees where specific training sessions are provided at Summer Conference.
3. Available openings to be filled after a general announcement at the May CSR. The TOC shall select the remaining delegates based on the Local allotment to Summer Conference and will notify delegates prior to the June CSR.

Note: Local approval is subject to provincial Association approval.

Delegates to ATA Summer Conference in Banff shall be reimbursed as follows:

1. registration and accommodation (Banff Centre).
2. mileage at Local No. 60 rate.
3. Accommodation/subsistence amount provided at the ATA rates for off-campus delegates. Any amount above that shall be approved by the local President based on extenuating circumstances.
4. Honoraria for non-teaching day rate.

Updated May 2016

## 11.0 Sunshine Fund

ATA Local No. 60 is pleased to provide a fund to show support to members of the Local by the purchase of flowers\* to the amount of \$50 including delivery and taxes in the event of any of the following occurrences:

1. a currently employed teacher of ATA Local No. 60 is hospitalized for a period of at least 24 hours or undergoes day surgery.
2. a teacher or their spouse has a baby (adoptions included). This event must be acknowledged within a month of its occurrence. One exception is that during the summer holidays, when it should be reported within the first two weeks of school.
3. a child, spouse, or parent of a teacher dies.
4. teacher goes on disability.
5. a teacher gets married.
6. teacher dies while on active service, the money that would have been allocated to them at their retirement will be donated to the charity designated by the teacher's estate.

The CSR representative(s) in each school is responsible for calling the Sunshine Fund Coordinator to request flowers\* for someone on their staff. Administrators should inform their CSR representatives immediately, should one of the above situations occur within a school.

Please contact the Sunshine Fund Coordinator with the following information:

- a) Name of the teacher flowers are to go to
- b) Complete address for delivery of flowers
- c) Phone number of teacher and school
- d) If a birth, gender of baby
- e) If flowers are to go to the hospital, room number
- f) School where teacher works

*\*OTHER:* A fruit basket, or other confection, a donation to the charity of the individual's choice, or a gift certificate for the amount of \$50.00 is available as an alternate request. If a fruit basket is requested, the CSR representative is responsible for its purchase and delivery. The bill for the basket should be forwarded to the Sunshine Fund coordinator for reimbursement. If a donation to a charity is requested, please provide the full name and address of the charity.

Updated May 2016

## **12.0 Supplementary (Local) Levy**

Note: Local No. 60 may, on recommendation of the Executive and approved by a General Meeting of the Local, prescribe a supplementary levy or fee. Such a fee will be approved and fixed by Provincial Executive Council of the ATA (Bylaw 8.3). The supplementary levy may be expended on such activities as will serve to further the objectives of the Association or the Local.

### **12.1 Local levy**

The Local levy is \$90.00 per member per year. (Approved AGM 2013)

Updated May 2016

## **13.0 Finance Committee**

The Finance Committee Policy section is a policy of the Executive committee under its authority in the Constitution of the Local. This committee makes recommendations to the Executive.

### **Purpose**

The Finance Committee predominantly assists the Treasurer and the Executive in the preparation of the annual budget, surplus budget and capital budget that is recommended to the AGM for approval.

### **Membership**

Membership includes the President, Vice-President, PD Chair, Treasurer and one other member-at-large from either the Executive or CSR. The Chair of the committee is the Treasurer.

The member-at-large position is appointed jointly by the Treasurer and President.

All Finance committee members are voting members of the committee. Decisions will be carried by a simple majority of the members present and the committee will report to the Executive, normally in the form of draft budget documents, notes and statements.

Updated May 2016

## **14.0 Coordinating Committee**

### **Objects:**

The Coordinating Committee, on behalf of Local No. 60, shall advise the Board of School Trustees and RDPSSD No. 104 central office administration on changes to District No. 104 policy and other issues and priorities referred to the committee. The composition and mandate of the Coordinating Committee is contained in the Collective Agreement.

### **Committee Selection Criteria:**

1. The two members-at-large are to be elected during Local No. 60 elections. Attempts should be made to ensure that the membership of the committee provides representation for elementary, middle, and senior high school levels.
2. Should membership in the committee not be filled as identified in above, the Executive Committee shall appoint teachers to fill the vacant positions no later than September of the school year.
3. The chairperson of the Coordinating Committee is to be elected by members of the committee.

### **Responsibilities:**

1. The chairperson of the Coordinating Committee shall be a member of the Executive Committee.
2. The chairperson shall attend all Local Executive and CSR meetings and report on issues or policies dealt with by the Coordinating Committee.
3. The members of the Coordinating Committee shall, should the situation dictate, meet prior to each joint committee meeting to discuss the Local's position on the agenda items, proposed policies, or other issues and priorities.
4. All proposed Local agenda items shall be submitted to the chairperson of the Coordinating Committee. The chairperson, in consultation with the other members of the committee, shall determine if an item should be submitted to the secretary of the joint Committee (usually the secretary-treasurer of the District) as an agenda item.

Updated May 2016

## Terms of Reference

### 15.0 Economic Policy Committee and Negotiating Subcommittee

#### I. Organization of EPC:

1. There shall be elected members and two appointed members. The elected members shall consist of: the Chair of the EPC committee, who will also sit on the Executive Committee of the Local; one from each Division; one from Central Office; one from the Substitute Committee; one from Local, administrators, and four members at large. The appointed members shall be the President of the Local and the past chairman of EPC. The Economic Consultant appointed by Barnett House may, at the discretion of the committee, be invited to attend meetings. Representative Members from each school within the Local are also requested to attend EPC meetings.
2. Terms for elected members are for the duration of one year. Elections will be held for these positions during the regular cycle of Local elections, with nominations in March and the election in May.
  - i) During the election cycle of May, 2008, an EPC Chair will be appointed by the Executive Committee of the Local for a period of one election cycle.

#### II. Meetings of EPC:

1. An organizational meeting shall be held not later than May 31 of each year with the outgoing committee and newly elected members in attendance. At this meeting the Chair of the EPC shall be identified as well as other members of the NSC.
2. A meeting of the EPC, if necessary, shall be held in April to establish a budget. The Chair, in consultation with the NSC and the treasurer of the Local, may develop the budget for these committees.
3. A meeting shall be held before the end of September to develop a timeline and to study the collective agreement. If a collective agreement has not been signed by this time the meeting may be postponed until such time as an agreement is reached.
4. Other meetings shall be called as needed to formulate a survey of teacher opinion, prioritize teacher survey sheets, and plan for negotiations.

5. A general meeting shall be called to have teachers ratify or amend proposed changes to the collective agreement.

6. General meetings of the Local will be called as necessary to discuss negotiations and to vote on a new collective agreement.

### **III. Responsibilities of EPC:**

1. Study the collective agreement and purpose amendments.

2. Survey the teachers to determine their priorities and the changes they would like made to the collective agreement.

3. Prepare and present a list of proposed amendments to the collective agreement at a general meeting of the Local.

4. Send a Letter of Transmittal to the Assistant Superintendent, Business Affairs indicating the amendments to the collective agreement that are being sought.

5. Select a sub-committee to negotiate with the board.

6. Advise teachers of the progress of negotiations.

7. Select representatives to Teacher Welfare Area conferences and Summer Conferences.

8. Submit agenda and minutes of all meetings to the secretary of the Local for a permanent record. Minutes shall include names of members present or excused.

9. Any member of EPC or NSC who fails to attend more than two consecutive meetings without showing good cause shall have his or her office declared vacant.

### **IV. Responsibilities of the EPC Chair**

1. Call meetings of the EPC as the need arises.

2. Set the agenda for each meeting.

3. Chair all committee meetings

4. Attend CSR meetings and submit a report of committee activities.

5. As a member of the Executive committee, attend its meetings, and submit a report of committee activities.
6. Attend Teacher Welfare Area Conferences.
7. Review EPC guidelines with the new committee members.
8. Submit an annual report to CSR.
9. Review the policy manual and present to CSR any proposed amendments.
10. Complete and submit Local Bargaining Reports as required by Barnett House.
11. Establish an annual budget for presentation to the Executive Committee.

## **V. Guidelines for EPC:**

It is necessary that the Economic Policy Committee members be chosen on the basis of experience and continuity. Continuity should be maintained to prevent the development of an entirely inexperienced EPC. Members of EPC should be prepared to attend Teacher Welfare Area conferences and workshops in order to develop experience and an understanding of the bargaining process. Once the EPC has arrived at a set of economic objectives, it must call a meeting of the general membership to ratify any economic policy which shall be presented to the School Board by the Negotiating subcommittee (NSC). The EPC will present recommended changes at a properly called meeting of the local, and a majority of those present will determine which changes are adopted.

## **VI. Guidelines for NSC:**

The personnel of the NSC should be selected with the utmost care since the success of the negotiations hinges on the ability and acceptability of the individual members. The following should be kept in mind when the EPC selects its NSC.

1. This committee requires maturity and experience. Ideally, the committee should reflect three levels of experience: a chairman who has served previously as a member of the EPC and of a NSC, a second member with at least one year's experience in negotiating, as well as several years as a member of the EPC, and a third member experienced in the work of the EPC who has been groomed to eventually take his turn as chairman.

2. An NSC member should be a person of even temperament who does not readily show irritation. Self-control and the ability to think clearly and respond calmly under pressure are musts for all members, especially the chairman.
3. NSC members should be concerned with the wishes of the teachers they represent. The NSC is not the proper vehicle for people with an axe to grind. Personal grudges have no place on negotiations.
4. NSC members should have the ability to make reasonable compromises without undue difficulty.

Updated October 2011

## **16.0 Political Engagement Committee**

### **Objects:**

The Political Engagement Committee (PEC) shall develop and implement, where appropriate, plans that will further the general objects of the Local Association.

### **Committee Structure:**

The chairperson of the PEC shall be elected during Local elections. Committee members shall be appointed on an ad hoc basis to assist with specific activities that may be undertaken from time to time.

### **Responsibilities:**

1. The Chairperson of the PEC shall serve as a member of the Executive Committee.
2. The Chairperson shall attend and report to all Local Executive and CSR meetings.
3. The Chairperson, assisted by members of the PEC when appropriate, shall:
  - 3.1 Identify issues of importance to ATA Local No. 60.
  - 3.2 Develop and implement a plan to address these issues in consultation with the Executive Committee and CSR.
  - 3.3 Carry out a program of public education regarding Local concerns and issues.
  - 3.4 Inform the Local membership of PEC activities, projects, or initiatives, and assist the membership to make informed decisions regarding political issues.
  - 3.5 Cooperate, when appropriate, with other ATA Locals in addressing issues of common concern.
  - 3.6 Advocate the interests of public education in general, and of Local No. 60 in particular.

Note: During school board election years, Local No. 60 has hosted a public forum for the candidates for the position of school trustee. A provincial school board election grant is available from ATA (Government Program Area) to subsidize the

costs associated with informing teachers and the general public of issues during the election.

The Local may send delegates to the annual PIES (Political Involvement Education Seminar) hosted each year at Barnett House.

Updated October 2011

## **17.0 Scholarship Committee ATA Local No. 60**

### **Objects:**

1. To provide information to ATA Local No. 60 membership and graduating students about the scholarships offered by ATA Local No. 60 and to interview and select recipients for these awards.
2. To inform school principals and CSR representatives of all schools within the Red Deer Public School District No. 104 of Local No. 60 sponsored plaques and to arrange for the acquisition and distribution of these plaques.

### **Committee Structure:**

The scholarship committee shall have a chairperson who is elected by ATA Local No. 60 and who reports and attends Local Executive Committee and the CSR on an ad hoc basis.

As well as the Chairperson, the committee shall have four additional members who will be appointed in early May by the committee Chairperson and in consultation with the CSR. In addition to the chairperson, the committee shall have local membership representation from one elementary school, one middle school, LTCHS, and HHHS.

### **Responsibilities:**

The Scholarship Committee chairperson shall:

1. Attend and report to ATA Executive and CSR meetings as needed.
2. Administer ATA Local No. 60 sponsored High School Awards.
  - 3.1. Inform Local No. 60 membership and high school students of RDPSD No. 104 of the three scholarships available from the Local. This information should be provided during the first week of March each year.
  - 3.2. Provide the two categories of scholarship applications to student services at the high schools.
  - 3.3. Establish a committee during the first week of May for the purpose of interviewing candidates and selecting recipients.
  - 3.4. Provide copies of all fully completed scholarship applications to the members of the committee for their consideration, prior to the interviews.

- 3.5. In consultation with other members of the committee, and in accordance with how well applications meet the established criteria, prepare a shortlist. Only applications that meet the deadline and the established criteria will be considered.
  - 3.6. Establish a venue, schedule interviews, and inform applicants of the interview appointment times.
  - 3.7. Chair the committee to interview all applicants during the last week of May or the first week of June; choose and inform successful, as well as unsuccessful, candidates within one week after the interviews.
  - 3.8. Acknowledge and promote the successful recipients through local media and other sources as soon as possible after the awards.
  - 3.9. Inform the President and Treasurer of the Local of the names of the successful recipients of awards.
  - 3.10. Deliver the plaques to schools prior to the awards presentation dates.
  - 3.11. Provide relevant recognition of scholarship award recipients at the high school awards ceremonies.
4. Administer ATA Local No. 60 sponsored Elementary and Middle School Awards.
- 4.1. Inform principals of elementary and middle schools in RDPSD No. 104 of the availability of scholarship plaques from the Local. This shall occur in the second week of May.
  - 4.2. Receive names of the award-winning students from each school in June, and make arrangements to have the plaques engraved.
  - 4.3. Deliver the plaques to schools prior to awards presentation dates.

**The Scholarship Committee members shall:**

1. Review student scholarship applications and judging criteria in preparation for interviews.
2. Interview all short-listed applicants prior to the first week of June.
3. Determine, in consultation with the chairperson and other committee members, the successful recipients of the Local scholarships.

**Scholarships:**

## 1. Senior High School Awards

- 1.1 One scholarship of \$2000 will be awarded to a graduating student who is enrolled in a Faculty of Education program. Monies will be disbursed by the Local Treasurer upon receipt of confirmation of the student's registration **and** a copy of the student's program of studies.
- 1.2 One scholarship of \$2000 will be awarded to a graduating student who has a parent as a member of ATA Local No. 60. (Members of Local No. 60 are defined as active teachers, active substitute teachers, teachers retired from Local No. 60, and any member on long-term disability from Local No. 60.) The student must be entering a recognized post-secondary institution. Monies will be dispersed by the Local Treasurer upon receipt of confirmation of the student's registration **and** a copy of the student's program of studies.
- 1.3 A third scholarship will be awarded to an additional applicant who qualifies under the criteria of either of the scholarships in 1.1 or 1.2. The amount of this scholarship will be \$1500. Monies will be disbursed by the Local Treasurer upon receipt of confirmation of the student's registration **and** a copy of the student's program of studies.
- 1.4 Scholarships offered by ATA Local No. 60 are judged by the following criteria:
  - 50%: Academics
  - 50%: Non-Academic
    - 30% = School/Community Involvement
    - 20% = Application/Interview
- 1.5 **Terms and Conditions:** Local No. 60 Scholarship recipients may defer enrolment in university for up to one year; they must then provide the required documentation in order to receive the funds from the Local Treasurer.
- 1.6 ATA Local No. 60 will also provide each scholarship recipient with a certificate of congratulations to honour the specific award.
- 1.7 LTCHS, HHHS, and Gateway Christian School will each receive three ATA plaques bearing the name of the recipients for the highest average in each of grades 9, 10, and 11.

Three plaques shall be provided for students enrolled in the district's alternative schools. Staff of the alternative programs will decide the criteria for these plaques.

## 2 Middle Schools / K-8 Schools / Elementary Schools

Each of the Middle, K-8 and Elementary school awards shall consist of an ATA plaque bearing the name of the recipient, the nature of the award, the school name and the appropriate year. Criteria for selection and recognition shall be left to the discretion of the principal and school staff at each school. One plaque shall be awarded at grades 5-8 in each school.

In lieu of honouring one student, the staff may decide to present a plaque to an entire grade five class. The nature of the award will be determined by the staff.

Examples might include: leadership in environmental awareness, leadership in citizenship.

Updated May 2016

## **18.0 Disposal and Use of Local No. 60 Equipment**

### **1. Disposal**

The Executive will report to CSR any redeployment of Local No. 60 owned equipment as necessary.

The Executive will make a recommendation to CSR if any equipment should be donated, sold or discarded. CSR will: 1) donate the equipment to a school or agency in direct support of a school or community, or 2) allow for a sealed bid auction at a subsequent CSR meeting. Highest bid will be awarded the equipment upon payment. The Treasurer will be the custodian of any equipment and bids during this process. All members will be made reasonably aware of any upcoming auction, and CSR will be informed of the outcome of the process.

Any monies received through sales of equipment will go to general funds.

If there is no donation of, or purchaser for the equipment, the treasurer will oversee that equipment is disposed of in an environmentally and secure manner.

### **Removal of Data**

The Treasurer will oversee that all memory devices are erased or destroyed by the ATA before the Local relinquishes ownership.

### **2. Usage and Expenses**

Local No. 60 equipment is for the primary use of members for the work of the Association. These members are responsible for general upkeep, including virus protection and other maintenance requirements at the expense of the Local. Users are required to keep backup copies on external devices that are solely used and owned by the Local (i.e. External hard drives and memory sticks.). Password protection is required where possible and is also a responsibility of the member user.

Though members are permitted personal use of the equipment, the main purpose of the equipment is to serve the Association, and this private use is to be kept to a minimum. Local members must operate the equipment, or supervise its use. Personal use that creates expense to the Association must be paid by the member. Extra expense includes, but is not limited to, extra paper, printer ink and toner costs as well as extra cell phone billing expense.

The Profession's Code of Ethics applies to all usage of Local equipment.

## **19.0 Substitute Teachers' Group of the Red Deer City Local No. 60 of the Alberta Teachers' Association**

### **Objects:**

The Red Deer City Local No. 60 Substitute Teachers' Group shall advance the professional skills and knowledge that are unique to substitute teaching and promote, within the Local and the community at large, the special interests and needs of substitute teachers.

### **Committee Structure:**

1. The organization shall be known as the Red Deer City Local No. 60 Substitute Teachers' Group, hereinafter referred to as the Group, as provided within the Constitution of the Red Deer City Local No. 60 of the Alberta Teachers' Association, hereinafter referred to as the Association.
2. All teachers whose names appear on the substitute teachers' roster as compiled by the Red Deer Public School District No. 104 during the current school year, shall be members of the group.
3. The officers of the group shall consist of a Chairperson, Vice-chairperson, a Secretary, two Council of School Representatives, an Economic Policy Committee representative, a Professional Development Committee, a CATCA representative, a newsletter editor, a Public Relations chairperson and a Social committee chairperson.

### **4. Responsibilities of the Executive:**

1. The Executive shall:
  - a) ensure an officer of the Group attends all Local Executive and CSR meetings.
  - b) organize, support and participate in activities to promote the objects of the Group.
  - c) attend all Executive and General meetings of the Group.
  - d) have at least one General meeting per year.
  - e) publicize and/or assist in the organization of the Group, Local, and District professional development activities for substitute teachers.

- f) submit an annual written report to the CSR.

2. The Chairperson shall

- a) assume responsibility for efficient operation of the Group.
- b) chair meetings of the Group.
- c) act as chief spokesman for the Group.
- d) prepare the agenda for meetings in consultation with the secretary.
- e) assume responsibility for establishing the date, time, and location of meetings and book the facilities.
- f) delegate responsibility where appropriate.
- g) serve on the Executive Committee of the Local.
- h) provide monthly reports of the Group activities to the CSR of the Local.
- i) keep a record of Group expenses.
- j) ensure the production and activation of a current "Communication" system, which uses phoning and/or e-mail, for use of providing information to the membership.

3. The Vice-chairperson shall

- a) assist the chairperson in the discharge of duties.
- b) take charge of the affairs of the Group in the absence of the chairperson.

4. The Secretary shall

- a) record the minutes of all group meetings.
- b) forward copies of the minutes to the chairperson and vice-chairperson.
- c) attend to correspondence to and from the Group.
- d) preserve the files and records of the Group.

5. The Council of School Representatives shall
  - a) provide information to members as to services available and channel requests for these services to the proper Local or Association officials.
  - b) encourage or promote the use of services available from the Local and/or the Association.
  - c) serve as a liaison between the Group members and the CSR and between Group members and the Provincial Association.
  - d) attend the CSR meetings of the Local and report to the Group via a newsletter or at Group meetings.
  - e) present a report to the CSR in the absence of the chairperson.
  
6. The Economic Policy Committee Representative shall
  - a) attend Economic Policy Committee meetings and report information back to the Group.
  - b) make use of the Group's "Communication "system to dispatch information if importance and urgency warrant such measures.
  - c) provide information to the newsletter editor for publication.
  - d) fulfill duties required as a member of the EPC.
  
7. The Professional Development Committee Representative shall
  - a) attend Professional Development Committee meetings of the Local.
  - b) attend District In-service Committee meetings.
  - c) be responsible for organizing professional development activities specific to the needs of substitute teachers.
  - d) provide information of available PD presentations to the newsletter editor for publication.

- e) make use of the Group's "Communication" system to dispatch information if importance and urgency warrant such measures.
  - f) promote opportunities for members to engage in professional activities.
  - g) fulfill duties required as a member of the PD committee.
8. The CATCA representative shall
- a) attend CATCA meetings.
  - b) provide information of the Teachers' Convention to the newsletter editor for publication.
  - c) make use of the Group's "Communication" system to dispatch information if importance and urgency warrant such measures.
  - d) fulfill duties required as a member of the CATCA committee.
9. The Newsletter Editor shall
- a) be responsible for publishing the newsletter (*The Second Wave*) to keep Group members informed about professional and general interest items.
  - b) prepare content of the newsletter in consultation with the Local Executive.
  - c) select news items that inform the membership of
    - i) professional issues of current interest.
    - ii) public relations items of the Group, the Local, the Association, Central Office and the District.
    - iii) notification of the dates and agendas of Group meetings, Local Meetings and workshops of interest to the members.
10. The Public Relations Chairperson shall
- a) promote communication between the Local Executive and the members.

- b) communicate opportunities for members to participate in professional activities.
- c) assist as a liaison in promoting any Substitute Appreciation activities.
- d) interact with the public through the schools to positively shape people's attitudes regarding the professional role of substitute teachers.
- e) make submissions to the newsletter of the Group (*The Second Wave*), the newsletter of the Local and the A.T.A. Newsletter.

11. The Social Committee Chairperson shall

- a) plan and organize social events upon consultation with the Executive.
- b) provide information of up-coming Social Events to the newsletter editor for publication.
- c) make use of the group's "Communication" system to dispatch information if importance and urgency warrant such measures.

**5. Meetings, Voting and Quorums**

- 1. there shall be an Annual General Meeting to deal with items brought forward by the Executive or the membership at large.
- 2. all members of the Group shall be entitled to attend and participate in General meetings of the group.
- 3. at least seven days notice of a General meeting shall be given, by mail or telephone.
- 4. the Executive shall establish a fixed schedule of Executive meetings.
- 5. the Chairperson may call a special meeting of the Executive requiring three days notice.
- 6. motions brought before any meeting will be decided by a simple majority of those present except as specified in article ten.

7. at General meetings each member in attendance shall have one vote on any question brought before the meeting.
8. a quorum at General meetings shall consist of the members present.
9. at Executive meetings, only members of the Executive may vote and each member in attendance shall have one vote on any question brought before the meeting.
10. a quorum at Executive meetings shall consist of one-half of the current Executive.
11. a record of attendance shall be kept at Executive and General meetings.

Updated May 2016

## **20.0 Election and Appointment Results**

### **20.1 Communicating Election and Appointment results**

The results of all Local No. 60 elections and appointments be announced to all members through communications by school representatives and general announcement.

Note: This policy is not intended to exclude press releases, web announcements, etc. from occurring.

New policy: June 2013

## 21.0 Glossary Appendix

<b>ARA</b>	Annual Representative Assembly
<b>AHSCA</b>	Alberta Home and School Council's Association
<b>ASEBP</b>	Alberta School Employees Benefit Plan
<b>ASBA</b>	Alberta School Boards Association
<b>ATA</b>	The Alberta Teachers' Association
<b>ATRF</b>	Alberta Teachers' Retirement Fund Board
<b>Barnett House</b>	Building housing provincial association in Edmonton
<b>BUGM</b>	Bargaining Unit General Meeting
<b>CARTA</b>	Central Alberta Retired Teachers' Association
<b>CASS</b>	College of Alberta School Superintendents
<b>CATCA</b>	Central Alberta Teachers' Convention Association
<b>Clause 14</b>	Professional development funds in collective agreement
<b><u>Clipboard</u></b>	Local No. 60 communication newsletter
<b>COATS</b>	Council on Alberta Teaching Standards
<b>Coordinating Committee</b>	See Standing Committees in this binder
<b>CSR</b>	Council of School Representatives
<b>CTF</b>	Canadian Teachers' Federation
<b>Electoral ballot</b>	A vote by all members of the provincial association
<b>EPC</b>	Economic Policy Committee
<b>ERA</b>	Emergent Representative Assembly

<b>EUS</b>	Education Undergraduate Society
<b>Grant-in-aid</b>	ATA provincial funding support for Local participation in provincial ATA events
<b>IPGP</b>	Individualized Professional Growth Plan
<b>Induction</b>	Ceremony of membership in teaching profession See: policies/procedures
<b>LCO</b>	Local Communications Officer
<b>Local Levy</b>	Fees paid by Local No. 60 teachers' to support local initiatives
<b>MS</b>	Member Services
<b>NSC</b>	Negotiating Sub-Committee
<b>PD</b>	Professional Development
<b>PDAC</b>	Professional Development Area Conference
<b>PDF</b>	Professional Development Fund
<b>PEC</b>	Provincial Executive Council
<b>PEW</b>	Public Education Works
<b>PIES</b>	Political Involvement Education Seminars
<b>PRECIS</b>	Provincial Executive Council Summary (Associations Publication)
<b>Resolutions</b>	Formal motions at ARA to set provincial policy
<b>RBA</b>	Representative of the Bargaining Agent
<b>SARO</b>	Southern Alberta Regional Office (of the ATA)
<b>Summer Conference</b>	P.D./Association training session at Banff Centre
<b>Sunshine Fund</b>	Local No. 60 fund to support/recognize teachers re: births, bereavement, marriage, etc.

<b>TOC</b>	Table Officers Committee
<b>TPA</b>	Teaching Profession Act
<b>TQS</b>	Teacher Qualifications Service
<b>TW</b>	Teacher Welfare
<b>TWAC</b>	Teacher Welfare Area Conference

Updated October 2011

## **22.0 RED DEER SCHOOL DISTRICT NO 104 FRAME OF REFERENCE**

[Ratified by Local Executive and CSR 2001 05]  
[Ratified by Provincial Executive Council 2001 10 26]

### **1. Preamble**

This committee shall be called the Red Deer Public Economic Policy Committee, hereafter referred to as the EPC. It shall prepare for and oversee negotiations and oversee the enforcement of the collective agreement on behalf of the teachers who are employed by Red Deer School District No 104.

### **2. Duties and Responsibilities**

The EPC shall exist for the following reasons:

- 2.1 To gather and study data for the purpose of setting objectives for collective bargaining.
- 2.2 To identify and interpret the economic and working conditions needs of teachers.
- 2.3 To prepare proposed amendments to the collective agreement for the consideration of the members of the bargaining unit.
- 2.4 To effect changes to the collective agreement as negotiated and ratified by the teachers.
- 2.5 To select the Negotiating Subcommittee (NSC) and establish operational guidelines for its effective operation.
- 2.6 To keep teachers of the bargaining unit informed on matters pertaining to the progress of negotiations and the specific details of the collective agreement.
- 2.7 To consult with Teacher Welfare staff officers, district representative, consultants (as assigned) and members of the bargaining unit before, during and after negotiations.
- 2.8 To identify areas of concern for teachers and to provide the necessary assistance and direction in enforcing the provisions of the collective agreement.
- 2.9 To generally exercise leadership in all matters pertaining to collective bargaining.
- 2.10 To refer the dispute to a Representative of the Bargaining Agent (RBA) following appropriate consultation with the membership.

### **3. Membership**

The EPC shall consist of:

- 3.1 Eleven elected members and two appointed members. The elected members shall consist of: the Chair of the EPC committee, who will also sit on the Executive Committee of the Local; one from each Division; one from Central Office; one from the Substitute Committee; one from local administrators; and four members at large. The appointed members shall be the President of the Local and the past chairman of EPC. They shall be the voting members of the EPC.
- 3.2 The district representative and those staff officers and consultants assigned from time to time to the EPC by the Alberta Teachers' Association. They shall be non-voting members of the EPC.

#### **4. Election of EPC**

- 4.1 Elections will be held for these positions during the regular cycle of Local elections, with nominations in March and the election in May.
- 4.2 The chair of the EPC shall be elected by and from the elected body of the EPC.

#### **5. Executive**

The executive officers of the EPC shall consist of the chair, vice-chair and secretary.

#### **6. Duties**

- 6.1 The officers, elected from and by voting members of the EPC shall:
  - 6.1.1 Chair - chair EPC meetings, represent the EPC in its relationship with the general membership, attend Local Council meetings as required by the Local constitution, request the calling of bargaining unit meetings by the Local president.
  - 6.1.2 Vice-chair - act on behalf of the chair in his/her absence.
  - 6.1.3 Secretary - keep an accurate record of all EPC meetings and perform such other internal communications functions as may be assigned from time to time.
- 6.2 The elected members of the EPC shall attend all EPC meetings and such other meetings as required by the Local association for purposes of reporting and communicating.
- 6.3 Absence from three consecutive meetings without reasonable cause or consent will result in that position being declared vacant by a motion of the EPC. The member shall be informed of the committee's decision by the chair.
- 6.4 A chair shall act only with the consent of a majority of the committee or subcommittee.

#### **7. Committees**

- 7.1 Negotiating Subcommittee (NSC) - The NSC shall consist of five voting members elected from and by the voting members of the EPC. These members shall engage in collective bargaining with authorized representatives of the Board. The NSC shall select, from its members, an NSC chair.
- 7.2 Grievance Committee
- 7.2.1 The Grievance Committee shall consist of three (3) voting members elected from and by the voting members of the EPC.
- 7.2.2 The Grievance Committee shall select from among its members a Grievance Committee chair.
- 7.2.3 The duties of the Grievance Committee shall be to:
- 7.2.3.1 represent teachers on the Grievance Committee established by the collective agreement. One of these members shall be from the NSC,
  - 7.2.3.2 review applicable precedent cases,
  - 7.2.3.3 consult with Teacher Welfare staff officers regarding disposition of each grievance.
- 7.3 The EPC may appoint such other subcommittees as deemed necessary.

## **8. Term of Office**

All EPC members, officers and committees are deemed to be elected for the longer of one year or for the term necessary to plan and execute business related to the concluding of a given collective agreement.

## **9. Emergency Replacements**

Vacancies in any office or subcommittee shall be filled at the next properly called meeting of the EPC.

## **10. Meetings**

- 10.1 Meetings of the EPC shall be called by the chair of the EPC on the chair's initiative or at the request of:
- 10.1.1 a majority of the EPC executive,
  - 10.1.2 a majority of voting members on the EPC,
  - 10.1.3 the chair of the NSC,
  - 10.1.4 the president of the Local or
  - 10.1.5 the Representative of the Bargaining Agent (RBA).
- 10.2 Meetings of the bargaining unit shall be called by the president of the Local on the president's initiative or at the request of the chair of the EPC on the chair's initiative or at the request of:

- 10.2.1 a majority of the EPC Executive,
- 10.2.2 a majority of voting members on the EPC,
- 10.2.3 the chair of the NSC,
- 10.2.4 the Representative of the Bargaining Agent (RBA) or
- 10.2.5 fifty or more teachers representing at least 10 percent of the membership.
- 10.3 Notice of intent to hold a meeting shall be given to members as soon as possible.

**11. Quorum**

A majority of the voting representatives on the EPC shall constitute a quorum.

**12. Rules of Procedure**

The proceedings of all meetings shall be regulated by the official rules of procedure as published in the *ATA Members' Handbook*, except that the chair shall have full rights to debate and vote as accorded to all other members.

**13. Finances**

- 13.1 The EPC shall prepare and submit to the Local an annual budget.

**14. Preparation Policy**

- 14.1 The EPC shall request and consider suggested amendments to the collective agreement from the membership of the bargaining unit, members of the EPC and Barnett House.

- 14.1.1 In addition, the EPC may propose suggested amendments to the members of the bargaining unit.

- 14.2 A draft initial proposal of amendments shall be prepared and submitted to the members of the bargaining unit for discussion, amendment and approval.

- 14.3 Subsequent to the procedures outlined above, the EPC shall prepare a final initial proposal for transmission to Teacher Welfare of the Albert Teacher's Association accompanied by a request for the Association to serve notice to commence bargaining on the Board. The EPC shall provide members of the bargaining unit with a copy of the initial proposal.

**15. Negotiating an Agreement**

- 15.1 The NSC shall work toward a settlement utilizing the following processes:

- 15.1.1 They may sign a memorandum of agreement when, in their opinion, the conclusion of such a memorandum of agreement is warranted or
- 15.1.2 They may bring a Board offer to teachers or
- 15.1.3 They may report back to meetings of the teachers when they are of the opinion that further negotiations are not likely to be productive and may request further instructions.

**16. Ratification of the Collective Agreement**

16.1 A collective agreement shall be ratified by a simple majority of the members of the bargaining unit present at a properly called meeting of that unit, voting in favour of acceptance of the proposed agreement by means of a secret ballot vote.

16.1.1 Notwithstanding 16.1, the requirement for a secret ballot vote may be waived provided no member objects.

16.2 Members shall register upon entry to the assembly.

16.3 Ratification votes shall be conducted consistent with the following agenda:

AGENDA

1. Call to Order
  - Declaration of closed meeting of the bargaining unit
  - Introductions
  - Explanation of procedures to be used during meeting (*voting and other*)
2. History of Negotiations
3. Presentation of the Issue (*e.g., Board offer, memorandum, etc*)
4. Question Period for Clarification
  - NO debate
5. Explanation of Future Procedures (*if applicable e.g., a request for a Representative of the Bargaining Agent*)
6. Motion on the Issue (*e.g., motion to accept the Memorandum of Agreement print motion on agenda*)
7. Recommendations to Membership (from EPC, NSC, etc)
8. Debate on Motion
9. Vote by secret ballot (*the ballots and ballot boxes are made available at this point and only one ballot shall be accepted from each voter*)
10. Other Business (*if votes on other issues are required, the procedures used shall be in accordance with items 3 to 9 above*).

16.4 Except where time is of the essence the text of proposed amendments to the collective agreement shall be made available in writing to the members of the bargaining unit prior to the meeting.

**17. Amendments to this Frame of Reference (Local Council Single Bargaining Unit)**

Subject to ratification by the Provincial Executive Council of the Alberta Teachers= Association, this Frame of Reference may be amended in accordance with the following procedures:

- 17.1 Amendments may be initiated by the EPC. Such amendments require:
  - 17.1.1 that notice of motion of intent to amend be given at a preceding EPC meeting,
  - 17.1.2 Approval by a majority of the EPC members,
  - 17.1.3 Consultation with the Local Executive,
  - 17.1.4 Approval by a majority of the members of the Local Council.
- 17.2 Amendments may be initiated by the Local Council. Such amendments require:
  - 17.2.1 that notice of motion of intent to amend be given at a preceding meeting of Local Council,
  - 17.2.2 Consultation with the EPC prior to a vote being taken,
  - 17.2.3.1 Approval by a majority of the members of the Local Council.

## **18. Provincial Association Intervention**

- 18.1 In this section,
  - 18.1.1 *investigative officer* means an officer of the economic policy committee whose conduct is under investigation pursuant to subsection (2);
  - 18.1.2 *investigator* is the individual appointed by the table officers pursuant to subsection (2);
  - 18.1.3 *officer* means the chair, vice-chair or secretary of an economic policy committee or any other person appointed or elected to an economic committee or a subcommittee thereof;
  - 18.1.4 *Provincial Executive Council* means the Executive Council as defined in section 1 1 of the *Teaching Profession Act*;
  - 18.1.5 *table officers* means the Association's officers as defined in Bylaw 35;
  - 18.1.6 *Executive Secretary* means the Chief Executive Officer of the Association or a person designated by the executive secretary; and
  - 18.1.7 *staff officer* means a member of the executive staff designated by the executive secretary.
- 18.2 Suspension or removal from office of officers
  - 18.2.1 Where the table officers have or receive information which leads them to believe that an officer:

- 18.2.1.1 has neglected his or her duties to the extent that the proper operation of the economic policy committee is being negatively affected,
  - 18.2.1.2 is mentally incapacitated
  - 18.2.1.3 is engaging in corrupt practices
  - 18.2.1.4 is engaging in financial malpractice or
  - 18.2.1.5 has undertaken activities inconsistent with the principles and policies of the Alberta Teachers' Association, the table officers may initiate an investigation into the conduct of the economic policy committee officer by appointing an individual to conduct an investigation and to provide a written report to the table officers within a specified time with respect to the results of the investigation.
- 18.3 In the course of the intervention under section 18, an investigated officer is entitled to have access to a staff officer for advice.
- 18.4 The table officers may, taking into account the nature of the alleged conduct and the urgency of the matter in question and any submission from the investigated officer, suspend an investigated officer from office pending the completion of the investigation and may terminate the suspension at any time if the table officers conclude that the suspension is no longer warranted.
- 18.5 The table officers may appoint another individual to assume the duties of the investigated officer during the period of the suspension.
- 18.6 The investigated officer may appeal a suspension from office under subsection 18.4 to the Provincial Executive Council by filing a notice of appeal with the executive within 30 days of being notified of the suspension.
- 18.7 If an investigated officer appeals his or her suspension, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.
- 18.8 During the investigation the investigated officer shall be provided with an opportunity to provide a response to the investigator with respect to the concerns about the investigated officer's conduct.
- 18.9 An investigated officer may, in the course of the investigation, submit his or her resignation to the executive secretary.
- 18.10 Where an investigated officer resigns in accordance with subsection (9),

the investigation shall be continued with the cooperation of the investigated officer and the resignation does not extinguish any liability that the investigated local officer may have with respect to acts which occurred during the period the office was held.

- 18.11 The investigated officer has a duty to cooperate during the investigation and the investigator may direct the investigated officer or any other member of the Alberta Teachers' Association to
- 18.11.1 answer any inquiries the investigator may have relating to the investigation
  - 18.11.2 produce any records or other property in the investigated officer's possession or under his or her control that are or may be related in any way to the investigation;
  - 18.11.3 give up possession of any record for the purpose of allowing the investigator to make a copy and return the records within a reasonable time of receiving the records; and
  - 18.11.4 attend before the investigator for the purpose of complying with 18.11.1, 18.11.2 or 18.11.3 of this subsection.
- 18.12 In the event that the investigated officer fails or refuses to cooperate with the investigator, the failure to do so shall be noted by the investigator in his or her report to the table officers.
- 18.13 Upon completion of the investigation, the investigator shall submit a written report to the table officers and a copy of the written report shall be provided to the investigated officer.
- 18.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:
- 18.14.1 remove the investigated officer from office;
  - 18.14.2 restrict the investigated officer's eligibility for office in the future;
  - 18.14.3 if the investigated officer was suspended during the investigation, reinstate the investigated officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances;
- and shall advise the investigated officer and Provincial Executive Council of their decision.
- 18.15 If the table officers remove the investigated officer from office, then the table officers may appoint another individual to assume the duties of the investigated officer until a new officer is elected or appointed to the position in accordance with this frame of reference.
- 18.16 the investigated officer may appeal the decision of the table officers under subsection 18.14 by filing a notice of appeal with the executive

secretary within 30 days after being notified of the decision.

- 18.17 If an investigated officer appeals the decision of the table officers, Provincial Executive Council shall, as soon as practicable, consider representation of the table officers and the investigated officer and shall determine if the decision of the table officers shall be confirmed, varied or set aside.
- 18.18 In an appeal under subsection 18.7 or 18.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.
- 18.19 Official Trustee  
Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the economic policy committee, subject to any terms and conditions the Provincial Executive Council considers necessary;
- 18.19.1 when the economic policy committee fails to comply with the requirements of section 18.2;
- 18.19.2 when the economic policy committee fails to comply with the requirements of section 18.13;
- 18.19.3 when the Provincial Executive Council considers it in the interests of the Association to do so.
- 19.20 The economic policy committee may appeal the appointment of an official trustee to a representative assembly.
- 19.21 An official trustee appointed under subsection 18.19 has the powers and duties conferred by the General Bylaws on an economic policy committee and conferred by this frame of reference.
- 19.22 On appointment of an official trustee to the economic policy committee, the officers of the economic policy committee cease to hold office as officers of the economic policy committee.
- 19.23 An official trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.

**19. Effective Period**

This Frame of Reference shall be in place for as long as bargaining is conducted at the Local level. Upon appointment of a Representative of the Bargaining Agent (RBA), it shall be superseded to the extent required by the guidelines established by Provincial Executive Council for bargaining at the RBA level which stipulate the RBA is to assume control of all procedures in consultation with the officials of the bargaining unit.

## 23.0 Code of Professional Conduct

The Code of Professional Conduct stipulates minimum standards of professional conduct of teachers but is not an exhaustive list of such standards. Unless exempted by legislation, any member of The Alberta Teachers' Association who is alleged to have violated the standards of the profession, including the provisions of the code, may be subject to a charge of unprofessional conduct under the bylaws of the Association.

In relation to pupils

- 1 The teacher teaches in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, sex, sexual orientation, physical characteristics, age, ancestry or place of origin.
- 2 (1) The teacher is responsible for diagnosing educational needs, prescribing and implementing instructional programs and evaluating progress of pupils.  
(2) The teacher may not delegate these responsibilities to any person who is not a teacher.
3. The teacher may delegate specific and limited aspects of instructional activity to non-certificated personnel, provided that the teacher supervises and directs such activity.
- 4 The teacher treats pupils with dignity and respect and is considerate of their circumstances.
5. The teacher may not divulge information about a pupil received in confidence or in the course of professional duties except as required by law or where, in the judgment of the teacher, to do so is in the best interest of the pupil.
6. The teacher may not accept pay for tutoring a pupil in any subjects in which the teacher is responsible for giving classroom instruction to that pupil.
7. The teacher may not take advantage of a professional position to profit from the sale of goods or services to or for pupils in the teacher's charge.

In relation to school authorities

8. The teacher protests the assignment of duties for which the teacher is not qualified or conditions which make it difficult to render professional service.
9. The teacher fulfills contractual obligations to the employer until released by mutual consent or according to law.

10. The teacher provides as much notice as possible of a decision to terminate employment.

11. The teacher adheres to agreements negotiated on the teacher's behalf by the Association.

In relation to colleagues

12. The teacher does not undermine the confidence of pupils in other teachers.

13. The teacher criticizes the professional competence or professional reputation of another teacher only in confidence to proper officials and after the other teacher has been informed of the criticism, subject only to section 23 of the Teaching Profession Act.

14. The teacher, when making a report on the professional performance of another teacher, does so in good faith and, prior to submitting the report, provides the teacher with a copy of the report, subject only to section 23 of the Teaching Profession Act.

15. The teacher does not take, because of animosity or for personal advantage, any steps to secure the dismissal of another teacher.

16. The teacher recognizes the duty to protest through proper channels administrative policies and practices which the teacher cannot in conscience accept; and further recognizes that if administration by consent fails, the administrator must adopt a position of authority.

17. The teacher as an administrator provides opportunities for staff members to express their opinions and to bring forth suggestions regarding the administration of the school.

In relation to the profession

18. The teacher acts in a manner which maintains the honour and dignity of the profession.

19. The teacher does not engage in activities which adversely affect the quality of the teacher's professional service.

20. The teacher submits to the Association disputes arising from professional relationships with other teachers which cannot be resolved by personal discussion.

21. The teacher makes representations on behalf of the Association or members thereof only when authorized.

22. The teacher accepts that service to the Association is a professional responsibility.

Approved by the 1999 Annual Representative Assembly pursuant to section 8(f) of the Teaching Profession Act.

Please note: Items 13 and 14 of the Code of Professional Conduct do not pertain to reporting to the Association on the possible unprofessional conduct of another member.

The Teaching Profession Act, section 23(3), requires members to report forthwith to the executive secretary on the unprofessional conduct of another member.

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