

# **LOCAL GUIDELINES**

**of**

**Edmonton Public Teachers**

**Local No. 37**

**of**

**The Alberta Teachers' Association**

**(Reflecting decisions from April 1999 to date)**

Guidelines represent the formally expressed rulings of Executive, the Council of School Representatives, or General Assembly. These bodies may change their respective Guidelines at any time or make exceptions to them. In emergent or unforeseen situations, it may be necessary for Executive staff or Executive members to act in ways not in accordance with Local Guidelines. In such instances, the Executive staff member or Executive member is individually accountable for the wisdom of that decision.

New Local Guidelines or revisions to Guidelines will be adopted only on specific motions; that is, a motion will not be regarded as a guideline unless it is so stated.

January 30, 2019

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**1. ANNUAL REPRESENTATIVE ASSEMBLY**

- A. ARA delegates shall be informed of the numbers of sessions and the pre ARA meetings that they are expected to attend.
  - B. An ARA Delegate of the Local who is absent for a half day or more from a session of an Annual Representative Assembly without a reasonable cause, unless so directed by the Executive, shall return a portion of his/her allowance to the Local (such portion to be determined by the Executive).
  - C. After the resolutions of the forthcoming ARA have been distributed by the Association, the Local's ARA Steering Committee shall make recommendations on such to a pre ARA meeting of the ARA delegates of the Local.
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**2. AWARDS AND SCHOLARSHIPS****2.1 Honorary Awards**

- A. Honorary Awards may be granted by the Executive Committee of the Local to current active members who have rendered exemplary service to the Local.
- B. The award shall be a suitable memento of recognition presented to the recipients at a meeting of the Local's Council of School Representatives and an engraved plaque bearing recipient names shall be displayed in the Local office.
- C. A call for suggested recipients shall be sent to the membership during the month of February. The Executive shall name the recipients of the awards for the current year at its May meeting.
- D. Recipients of the awards shall be acknowledged at the last regular meeting of the Council of School Representatives.
- E. All recipients shall be recognized by a formal letter from the President of the Local.

**2.2 Honorary Life Memberships**

- A. Honorary Life Awards may be granted by the Executive Committee of the Local, to members who have provided:
    - 1) service to the Local over an extended period of time, or
    - 2) service to the teaching profession over an extended period of time.
  - B. Honorary life memberships shall be presented only to retired teachers of the Local. Honorary life memberships shall be presented at a meeting of the Council of School Representatives or at another suitable occasion selected by the Executive.
  - C. An engraved plaque bearing the names of the recipients shall be displayed in the Local's office.
  - D. A suitable memento of recognition shall be presented to each of the recipients of an honorary life membership.
  - E. A call for suggested recipients shall be sent to the membership during the month of February. The Executive shall name the recipients of the honorary life membership at its May meeting.
  - F. Recipients of the awards shall be acknowledged at the last regular meeting of the Council of School Representatives.
  - G. All recipients shall be recognized by a formal letter from the President of the Local.
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**2.3 Murray Jampolsky Scholarship**

- A. The Local shall offer annually a scholarship or scholarships not to exceed a total amount of \$6,000 in memory of Dr. Murray Jampolsky.
- B. Teachers who are members of the Local are eligible to apply for the scholarship; however, no teacher may receive the scholarship for more than two years consecutively, and no more than \$6,000 in their career.
- C. The applicant(s) must state intention to continue a career in education in Alberta.
- D. The scholarship(s) is/are payable upon proof of enrolment at a TQS recognized university or post-secondary institution.
- E. The criteria for selection shall be based on the evaluation of professional service to colleagues through:
  - 1) Service provided to the Edmonton Public Teachers Local and/or service provided to the Alberta Teachers' Association (up to 50% awarded)
  - 2) Other professional activities (up to 25% awarded)
  - 3) Personal professional growth (up to 25% awarded)
- F. Only applicants who score 60% based on the average of the voting members of the Selection Committee are eligible for recommendation to the Executive Committee.
- G. The Selection Committee shall consist of the president, past president, both vice-presidents, and, two members of the Council of School Representatives, and one member of the Local Executive staff (non-voting secretary).
- H. The recommendation of the Selection Committee shall be placed before the Executive Committee of the Local who will make the decision as to the recipient(s) of the Scholarship.

**2.4 Friend of Education Award**

- A. Friend of Education Award may be granted by the Executive Committee of the Local to members of the Edmonton and district community who have rendered exemplary service in support of Public Education.
  - B. The award shall be a suitable memento of recognition presented to the recipient at a meeting of the Local's Council of School Representatives and an engraved plaque bearing recipient names shall be displayed in the Local office.
  - C. A call for suggested recipients shall be sent to the membership during the month of April. The executive shall name the recipients of the award for the current year at its May meeting.
  - D. Recipients of the award shall be acknowledged at a mutually agreed regular meeting of the Council of School Representatives.
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**2.5 Additional Grants and Awards**

- A. In support of the Marilyn Young Memorial Fund the Local shall donate \$3,000 annually, the cost of two full scholarship, to the Aspen Foundation.
  - B. In support of the profession, the Local shall award a scholarships to one or more students in the final year of a post-secondary program that meets the Alberta Eligibility Criteria for Post-Secondary Programs for Student Aid and whose parent is a member of Edmonton Public Teachers. This winner will be selected by random draw from all eligible applicants. The Council of School Representatives will determine the number and value of the scholarship when the budget is set.
  - C. In consideration for the extensive use our Local and our members make of the Association Library, the Local shall make an annual donation of \$2,000 to the ATA Library.
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**3. BEREAVEMENT**

- A. Upon being informed of the death of a member of this Local or the death of a retired teacher who was once a member of this Local, the Local shall make a contribution to the ATA Educational Trust in memory of the member.
  - B. Upon being informed of the death of an active member of this Local, the Local shall make a \$500 donation to the member's school library or the school's memorial project.
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**4. COMMITTEES**

Note: All standing committees of the Local shall have office staff support available to them to act as liaison between the committee and the Local office.

- A. Each Standing Committee of the Local shall hold its initial meeting before the end of September.
- B. At its initial meeting, each of the Standing Committees of this Local shall be provided with the following:
  - 1) Copies of Section XIII of the Constitution,
  - 2) Copies of the Frame of Reference for the committee, and
  - 3) Copies of the committee budget for that year.
- C. Prior to the date set by Finance, each Standing Committee shall review their Frame of Reference, applicable guidelines, and submit budget recommendations for the following year to the Finance Committee.
- D. Prior to May 15, Standing Committees shall submit, through the Executive Committee, to the Council of School Representatives, a year-end report and recommendations for the incoming committee members.
- E. Standing Committee Member Attendance – Attendance on an intermittent basis without reasonable cause or consent may result in the position being declared vacant by a motion of the committee. The member and President shall be informed of the committee's decision by the chair.
- F. Members of Executive are not eligible to enter Local sponsored draws or contests, nor are the members of the committee that sponsor the draw or contest.
- G. Committee members must provide a personal email address to the Local.

**4.1 Communications Committee****A. Membership**

The membership of the Communications Committee shall consist of:

- 1) Five (5) members-at-large elected by the Council of School Representatives and the Chair, which is elected by the general membership.

**B. Functions**

The Communications Committee will:

- 1) Develop Local internal communications including member engagement and leadership development.
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- 2) Develop Local online communications for members.
- 3) Liaise with other standing committees when needed to promote Local activities and events.
- 4) Develop a Local communication vehicle(s) which will be maintained and updated as necessary, and which is/are directed towards:
  - a) Providing objective reporting of Local activities and other developments of interest to members.
  - b) Providing a regular means of communication with membership for the President, the Executive, and other committees and groups within the Local.
  - c) Providing for viewpoints and expressions of opinion by the editorial staff, invited contributors, and readers.
  - d) Providing for profiles of personalities within the Local, the Association, and Edmonton Public Schools all within the constraints of good taste and the "Code of Professional Conduct" of the ATA.
  - e) Ensure that all communications conform to the goals of the Executive and Alberta Teachers' Association policy.

#### C. Meetings

Meetings shall be held at the call of the Chair or the Executive Committee.

Notice of meetings shall be given at least three (3) days in advance of the meeting except that, in special circumstances, shorter notice may be given.

#### D. Quorum

The quorum of this committee shall be a majority of active committee members.

#### E. Social Media

- 1) The Communications Committee will recommend to Executive an individual from Executive, including Executive staff, to act as the manager of any Local 37 social media sites or services.
  - 2) The President, the Chair of the committee, and a member of the Local Office Staff will also be given access rights to any Local 37 social media sites or services.
  - 3) Local 37 social media sites or services will be used only to provide information/engage in discussions/conversations on the Local or Local Events, information on the Alberta Teachers' Association or Association events and positions (for example on-line professional discussions around ARA Resolutions) and other events believed to be relevant to members of the Local.
  - 4) Any discussion has to conform to ATA policy and the manager will be responsible to investigate and be familiar with ATA policy prior making any statements on a given topic.
  - 5) Local 37 social media sites or services will not be used as personal communication tools.
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- 6) Political messages must be approved by the President and/or the Local's Executive prior to being posted to Local 37 social media sites or services.
- 7) The manager shall not be authorized to establish new Local 37 social media sites or services without the authorization of Executive.

#### **4.2 Convention Committee**

##### **A. Membership**

- 1) The Local shall maintain representation on the General Convention Committees of GETCA in accordance with the terms of the Constitution of the Greater Edmonton Teachers' Convention Association.
- 2) The Council of School Representatives shall elect representatives to the General Convention Committee of GETCA (to be elected for a one-year (1) term), in accordance with the terms of the Constitution of the Greater Edmonton Teachers' Convention Association.
- 3) In the event of an election, candidates running for positions on the general convention committee shall have the opportunity to submit a short bio highlighting their abilities and experience, of no more than 250 words, and a photo.

##### **B. Functions**

All representatives of the Local to the Convention Committee shall be responsible to the Council of School Representatives of the Local.

It shall be the duty of this Local's representatives to represent the interests of the Local in the operation of the convention.

##### **C. Meetings**

The representatives shall meet in accordance with the Constitution of the Greater Edmonton Teachers' Convention Association.

#### **4.3 Donations Committee**

##### **A. Membership**

Five (5) members-at-large elected by the Council of School Representatives and the Vice President of Finance, who is Chair of the Donations Committee elected by the general membership.

##### **B. Functions**

The function of the Donations Committee shall be to administer the affairs of the Edmonton Public Teachers' Charity Trust Fund. The fund is built through donations by individual teachers.

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**C. Meetings**

Notices of meetings shall be given at least three (3) days prior to any such meeting to all members except that, in special circumstances, shorter notice may be given.

**D. Quorum**

The quorum of this committee shall be three (3) of the voting members.

**E. Dispersal of Fund**

The fund consists of donations that are split into four categories and dispersed as follows:

- 1) Local programs that support Edmonton children and their families (70%).
- 2) General community support (25%).
- 3) Support international teachers in developing countries (3%).
- 4) A contingency fund for emergency responses that arise (2%).

**F. Selection Criteria**

The criteria for selection and the amount of donation is based on the evaluation of:

- 1) How this donation will enhance the quality of life for Edmonton students and/or their families.
- 2) How the donation will impact the basic or educational needs of Edmonton students and families.
- 3) What percentage of the donation amount supports the initiative and what percentage goes towards administrative costs.

and the consideration of:

- 4) Whether the project is a new or existing initiative.
- 5) The scope of the project, how many individuals will be affected and how profoundly.
- 6) A breakdown of the budget for the initiative.

**4.4 Finance Committee****A. Membership**

The committee shall consist of five (5) members elected by the Council of School Representatives and the Vice President, Chair of Finance, elected by the general membership of the Local.

The Executive Staff Officer or designate shall be Secretary of this committee.

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**B. Functions**

It shall be the duty of this committee to:

- 1) Act in an advisory capacity to the Executive, the Council of School Representatives, and General Assemblies on matters related to the finances of the Local and the budgets of the ATA and GETCA.
- 2) Recommend to Executive, policies and procedures for control of the Local's finances.
- 3) Monitor the financial dealings of the Local on a regular basis.
- 4) Oversee the investment of Local funds in accordance with the advice of an investment advisor.
- 5) Prepare a draft budget for presentation, through Executive, to the Council of School Representatives for its approval.
- 6) Prepare a recommendation to the Council of School Representatives on all proposed expenditures additional to those covered in the approved budget.

**C. Meetings**

- 1) It shall be the duty of this committee to meet as many times as necessary, until the budget for the ensuing year is prepared.
- 2) It shall be the duty of the Chair to arrange the time and place of meetings.
- 3) Notice of meetings shall be given at least three (3) days prior to the meeting to all members except that, in special circumstances, shorter notice may be given.

**D. Quorum**

The quorum of this committee shall be three (3) of the voting members.

**E. Email**

All financial information is sent to personal emails and not through the District email.

**4.5 Political Engagement Committee****A. Membership**

The committee shall consist of seven (7) members elected by the Council of School Representatives and the Vice President, Political Engagement, elected by the general membership of the Local.

**B. Functions**

The functions of the Political Engagement Committee shall be to:

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- 1) Establish, participate in and expand active networks of politically involved and engaged teachers.
- 2) Mobilize teachers to respond to emergent political situations.
- 3) Encourage ongoing political engagement.
- 4) Assist with capacity-building and training in citizen engagement.

C. Meetings

Notice of meetings shall be given at least seven (7) days prior to any such meeting to all members, except that, in special circumstances, shorter notice may be given.

D. Quorum

The quorum of this committee shall be four (4) of the voting members.

#### **4.6 Professional Development Committee**

A. Membership

The committee shall consist of eight (8) members elected by the Council of School Representatives and a Chair elected by the general membership of the Local.

B. Functions

The role of the Professional Development Committee shall be to advance and promote effective professional development for the membership. Its functions shall be to:

- 1) Assess the professional development needs of the membership.
- 2) Maintain liaison with the ATA, Edmonton Public Schools, GETCA, and the Edmonton Regional Consortium.
- 3) Gather and disseminate information regarding professional development opportunities.
- 4) Provide leadership within the local structure regarding professional development issues.

C. Meetings

This committee shall meet at least five (5) times in each school year. Notices of meetings shall be given at least three (3) days prior to the meeting to all members except that, in special circumstances, shorter notice may be given.

D. Quorum

The quorum of this committee shall be a majority of active committee members.

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## E. Ad Hoc Committees

The Professional Development Committee may establish ad hoc committees to investigate and report to it on specific topics. The Professional Development Committee may appoint other members of the Local to such ad hoc committees but shall appoint one of its own members to chair each ad hoc committee.

## 4.7 Service to Members Committee

### A. Membership

Six (6) members elected by the Council of School Representatives and the Chair of Service to Members elected by the Local's general membership.

### B. Functions

The function of the Service to Members Committee shall be:

- 1) To oversee the operation of the Members' Benefit Fund.
- 2) To have one member of the committee act as a liaison to monitor support and regularly report on the activities of the Extended Disability Peer Support Group and one member of the committee do the same for the Diversity, Equity and Human Rights subcommittee.

### C. Meetings

Notices of meetings shall be given at least three (3) days prior to the meeting to all members except that, in special circumstances, shorter notice may be given.

### D. Quorum

The quorum of this committee shall be four (4) of the voting members.

#### 4.7.1 *Extended Disability Peer Support Group*

### A. Membership

- 1) Steering Committee will consist of one (1) chair and two (2) vice-chairs that are active members of Edmonton Public Teachers Local No. 37, and elected by the members of the Extended Disability Peer Support Group at the May meeting. The term of office shall be from July 1 until June 30 in the subsequent year. One Local Staff Officer will serve as an ex-officio member.
- 2) General membership will be restricted to active members of the Edmonton Public Teachers Local No. 37 on Extended Disability.

### B. Functions

The functions of the Extended Disability Peer Support Group shall be:

- 1) To offer moral support.
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- 2) To provide an opportunity for questions and discussion on matters of individual and collective concerns.
- 3) To advocate on behalf of members when possible.
- 4) To make available current and updated information for those in attendance.
- 5) To provide a forum for speakers from many fields of interest including but not limited to, ATA, EPSB, ASEBP, Revenue Canada.

#### C. Meetings

- 1) The Extended Disability Peer Support Group may meet monthly (September-June).
- 2) Notice of meetings shall be given at least one (1) week in advance of the meeting except that, in special circumstances, shorter notice may be given.

#### *4.7.2 Diversity, Equity and Human Rights Subcommittee*

##### A. Membership

- 1) The Committee will consist of one (1) Chair who is the representative of the Service to Members Committee and two (2) members who are active members of Edmonton Public Teachers Local No. 37, and elected by the members of the Council of School Representatives.

##### B. Functions (adapted from 2012 Alberta Teachers Association, Establishing Diversity, Equity and Human Rights Committees in Local Associations)

- 1) To study and advise, through Executive, on matters of concern to Edmonton Public Teachers Local No. 37 and the Alberta Teachers Association related to diversity, equity and human rights issues in education.
  - 2) To make recommendations for coordinating with the work of the Association related to diversity, equity and human rights initiatives.
  - 3) Maintain liaison with the ATA, Edmonton Public Schools, the Society for Safe and Caring Schools and Communities as well as school representatives.
  - 4) To facilitate action by Edmonton Public Teachers Local No. 37 related to diversity, equity and human rights issues.
  - 5) To constitute ad hoc committees as needed in order to study and advise on matters of concern related to diversity, equity and human rights issues in education.
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**C. Meetings**

The Committee shall meet at least five (5) times in each school year. Notices of meetings shall be given at least three (3) days prior to the meeting to all members, except that, in special circumstances, shorter notice may be given.

**D. Quorum**

Quorum shall consist of two (2) of the members of the Subcommittee.

**E. Ad Hoc Committees**

The Diversity, Equity and Human Rights Subcommittee may establish ad hoc committees to accomplish specific projects. The Diversity, Equity and Human Rights Subcommittee may appoint other members of the Local to such ad hoc committees but shall appoint one of its own members to chair each ad hoc committee.

**4.8 Social Committee****A. Membership**

The committee shall consist of eight (8) members elected by the Council of School Representatives and the Chair of the Social Committee elected by the Local's general membership.

**B. Functions**

To organize the social functions and activities of the Local, subject to the approval of the Executive Committee.

**C. Meetings**

Meetings shall be held at the call of:

- 1) the Chair,
- 2) the Executive Committee.

**D. Quorum**

The quorum of this committee shall be five (5) of the voting members.

**4.9 Substitute Teachers' Committee****A. Membership**

The Substitute Teachers' Committee shall consist of six (6) members and a Chair elected by and from substitute teachers employed by the Edmonton Public School District.

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**B. Functions**

The functions of the Substitute Teachers' Committee shall be to:

- 1) Promote professional development activities among substitute teachers.
- 2) Represent, through Executive, the interests of substitute teachers.
- 3) Study and investigate matters related to substitute teachers referred to the committee by the Executive.
- 4) Make and present briefs to the Teacher Welfare Committee on behalf of substitute teachers when such an undertaking is approved at a Substitute Teachers' General Meeting.
- 5) Convene no fewer than three (3) Substitute Teachers' General Meetings during the committee's term of office.

Notices of Substitute Teachers' General Meetings shall be given six (6) days in advance of the meeting date.

**C. Meetings**

The Substitute Teachers' Committee shall meet:

- 1) No less than three (3) times during its term, with the last meeting occurring no later than the third week of May.
- 2) At the request of its Chair, the Executive of the Local, or a majority of the Substitute Teachers' Committee.
- 3) At the request of at least ten (10) percent of the voting members [as defined in item 'e'] of the substitute teachers employed by the Edmonton Public School District.

Notices of meeting shall be given at least three (3) days prior to any such meeting to all members, except that in special circumstances, shorter notice may be given.

**D. Quorum**

The quorum of this committee shall be four (4) of the voting members.

**E. Election of Committee**

The election of the committee shall be held at the last General Meeting of Substitutes in the school year. The term of office shall be from the date of election until the last General Meeting of Substitutes in the subsequent school year.

For the purpose of determining eligibility to be a candidate or to vote in a Local election, a substitute teacher shall be defined as a teacher whose name appears on the Edmonton Public Schools' most recent Substitute Teacher list.

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#### 4.10 Teacher Welfare Committee

##### A Membership

The Teacher Welfare Committee consists of one member of the bargaining unit from each of the four divisions, and four members-at-large elected by the entire membership. A Local Staff Officer or designate shall be the non-voting secretary of both TWC and NSC. The District Representatives and those staff officers and consultants assigned from time to time to the TWC by the Alberta Teachers' Association shall be non-voting members. The President of the Local or appointee will act in a ex-officio capacity.

##### B. Functions

It will be the function of the TWC to:

- 1) provide information and opportunities to attend information sessions in relation to group insurance, maternity leave/parental leave/adoption leave, the retirement process, financial planning, sick leave and other collective agreement topics.
- 2) propose amendments, effect changes to the local provisions of the collective agreement.
- 3) To keep the Executive Committee, Council of School Representatives and teachers of the bargaining unit informed on matters pertaining to the progress of central and local negotiations.

##### C. Meetings

The TWC shall meet on a regular basis throughout the school year.

***Note: The Frame of Reference for the Teacher Welfare Committee is provided by The Alberta Teachers' Association and is ratified by Provincial Executive Council. Amendments must be proposed to PEC for approval.***

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## 5. COUNCIL OF SCHOOL REPRESENTATIVES (CSR)

### A. Directory of Council of School Representatives

A list of representative names and schools shall be printed and distributed with the minutes of the October Council meeting.

### B. Duration of Meetings

Regular meetings of the Council of School Representatives shall start no later than 5:30 pm and continue for a maximum of 2.5 hours, unless extended by a majority vote of those present at the time. Notwithstanding situations when a regular CSR meeting is preceded by a General Assembly, the business of the General Assembly shall be completed before the CSR meeting begins.

### C. Minutes of Meetings

CSR minutes shall be a summary format which shall provide a record of actions taken and the essence of major points covered in debate. A recording of the meeting is made, at the time, as a memory aid in preparation of the minutes. Once the minutes are approved, the recording is deleted.

### D. Question Period

Question Period provides an opportunity for School Representatives to pose questions about matters not included on the Council Agenda. Question Period is 15 minutes unless Council, by a majority vote, approves an extension. Questions may be directed to EPSB Representatives, Local Executive Staff, or Association Representatives.

Questions pertaining to individual concerns should be directed to Local and ATA staff on a confidential basis. Questions asked at the microphone are public record. If you don't want your name used, you can email questions to the office ahead of time or give them to the President to read from the podium. School Representatives are reminded that the *Code of Professional Conduct* must be adhered to at all times.

### E. Report on Actions

The purpose of this report is to provide the information upon which Council can hold Executive accountable. Accordingly, prior to approval of this report Council may, by motion and two-thirds (2/3) majority, vote to:

- 1) Reverse, alter, or expand a decision made by Executive.
- 2) To amend or, where feasible, rescind an action taken by Executive.

### F. School Representative Seminars

Executive shall provide information and training for school representatives that relate to their role as School Representatives as required.

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## G. School Representatives

### 1) Duties

It is the duty of school representatives to:

- a) Attend meetings of the Council of School Representatives (CSR) or to ensure that a duly elected alternate representative is in attendance.
- b) Bring to the Council of School Representatives concerns raised by staff.
- c) Ensure that members are kept informed about current activities and matters of the ATA, at both the Local and the Provincial levels.
- d) Inform or direct members of their staff to reliable sources of information about matters such as pension, group insurance benefits, grievance procedures, teachers' rights and responsibilities, local and provincial policies and mechanisms for dealing with problems related to professional practice of professional relationships.
- e) Serve a mentorship role by encouraging teachers who demonstrate a strong interest in an issue or an ability to articulate the concerns of their colleagues to become actively involved in the affairs of the Local.
- f) Serve as Returning Officer for the school or Decision Unit and ensure that Local elections are conducted using the procedures established by the Executive Committee.

### 2) School Communications Representative Duties

The School Communication Representative shall:

- a) Distribute communications received from the Local to fellow representatives and teachers.
  - b) Place an ATA item on the agenda of each staff meeting and use the opportunity to report on meetings of the Council of School Representatives and to discuss current issues or alternatively call an ATA meeting for members at the site.
  - c) Provide access to information on both Local and Association websites.
  - d) Encourage a full complement of representatives from the school attends each Council meeting.
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## 6. ELECTIONS

### A. Local Involvement in ATA Elections

- 1) All candidates for the office of President, Vice President and Edmonton/McMurray District Representative shall be invited to attend the meeting of the Council of School Representatives which is held subsequent to the close of nominations.
- 2) At that Council meeting, all candidates not elected by acclamation shall be invited to participate in an election forum which shall be scheduled on the agenda as a timed item. The notice for this Council meeting should contain an announcement of the forum and the names of the candidates who will be participating.
- 3) Upon request and to the fullest extent possible, without disruption to normal office operations, the facilities of the Local's office will be made equally available to all candidates for the positions of President, Vice President, or Edmonton/McMurray District Representative for services such as school address labels, printing, mail handling, etc. Such services shall be made available only on a full, cost-recovery basis.

### B. Election of Executive Committee

- 1) At a meeting of the General Assembly or of the Council of School Representatives held prior to the election of the Executive, time shall be allotted to allow candidates for all positions on the Executive Committee to present their platform and to answer questions from the floor.
- 2) Each candidate for the Executive Committee shall be entitled to submit, in accordance with the specified deadline, campaign material on one side of an 8.5" X 11" sheet which shall be printed and distributed by the Local office to sites on the basis of the site's number of School Council Representatives. Substitute teachers who have forwarded their information and indicated that they wish to receive Local information by mail will be provided with the materials. This is the only print item that each candidate will be allowed to distribute. A link to the poster materials and candidate speeches will be posted on the Local's website.
- 3) A majority of the Local's Returning Officers shall make any decisions regarding the interpretation or operation of Local Elections.

### C. Election of Standing Committees and ARA Representatives

- 1) Election of the Convention Committee shall take place no later than the January Council of School Representatives meeting.
  - 2) Election of other Standing Committees shall take place at the last Council of School Representatives meeting of the school year. Every effort shall be made to recruit standing committee members not serving on other Local committees.
  - 3) Election of ARA Delegates shall take place at the January Council of School Representatives meeting.
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- 4) Candidates running for positions elected by the Council of School Representatives shall have the opportunity to be introduced at the meeting at which the election takes place. In the event of an election, candidates shall have the opportunity to submit a short bio highlighting their abilities and experience, of no more than 250 words, and a photo.
- 5) The Returning Officers of the Local shall be the Past President, a Local Staff Officer, and an additional member of the Local appointed by Executive and shall be responsible for arranging for the counting of ballots in the election of Standing Committee members and ARA delegates and shall act as scrutineers for counting such ballots.
- 6) Election of other Standing Committees, excluding Substitutes and TWC, shall take place at the last Council of School Representatives meeting of the school year. Standing Committee terms shall mirror the term of the Executive Committee, excluding Chair of TWC. Should a standing committee member wish to not continue into the following year, they may indicate this, in writing, to the committee chair by March 31.

#### D. Election of School Representatives

School Representatives should be elected by secret ballot and election returns submitted to the Local's office by September 17. A set of guidelines for conducting the said election shall be prepared and sent to the principal of each school with the request that the principal incorporate this as part of the agenda for the first staff meeting of the year.

#### E. Election Results

All candidates for elected positions shall be informed of votes received by each candidate.

#### F. Timetabling

A Local Staff Officer shall be responsible for preparing a timetable of elections for each year, which will be submitted to the Executive for approval no later than September of the school year involved.

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## 7. EXECUTIVE

### A. Agendas/Meetings

Executive meets on a schedule which it approves, generally involving a meeting two weeks before each meeting of the Council of School Representatives. When a second meeting is required to complete unfinished business, the agenda for the second meeting begins at the point of cessation at the previous meeting.

### B. Minutes

Executive Minutes are not intended to provide a verbatim record of proceedings but rather to provide a record of actions taken and the major points covered in debate. Minutes become official only when they have been submitted subject to correction for error or omission and approved at a subsequent meeting. A recording of the meeting is made, at the time, as a memory aid in preparation of the minutes. Once the minutes are approved, the recording is deleted.

### C. Recording of Individual Votes

- 1) Executive members' votes on substantive issues shall be recorded.
- 2) The determination of when an issue is "substantive" is left for the chair or the Executive as each issue arises.
- 3) When it is determined that an issue is "substantive," then the vote shall be recorded in the Minutes using the form "CARRIED, Brown abstaining, Green opposed."

### D. Communication of Executive Proceedings

- 1) Authority to speak on behalf of the Executive or the Local rests solely with the President, or with the individuals whom the President may designate as spokespersons on particular occasions.
- 2) Executive members have the right and the obligation to inform members of the Local, on request, how they personally had voted on any given issue in Executive.

### E. Right of Dissent

- 1) It is the right of any Executive member to dissent from any position taken by the majority.
- 2) Individuals so dissenting have a responsibility to request that their opposition to the majority view be recorded in the minutes before making their opposition known outside of the Committee.

### F. Recommendations to Council or General Assembly

Executive refers matters to Council or a General Assembly for decision in the same way that committees refer matters to Executive for decision. Sometimes such referrals are made because the Constitution or policy requires that the senior body make the decision;

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sometimes they are referred simply by choice. In either case, there are three forms in which such referrals can be made.

- 1) The matter can be referred so that the body making the referral remains neutral. This is done by means of a motion of the type:

*RESOLVED, that the Proposed Amendments be referred to the General Assembly without recommendation.*

- 2) The matter can be referred so that the body making the referral indicates that it is opposed. This is done by means of a motion of the type:

*RESOLVED, that it be recommended to Council that it not approve the requested increase in GETCA fees.*

- 3) The matter can be referred so that the body making the referral indicates that it is in support. This is done by means of a motion of the type:

*RESOLVED, that it be recommended that Council approve the proposed operating budget.*

#### G. Committee-of-the-whole

- 1) When Executive is dealing with personnel matters, or when an issue under debate is sensitive, Executive shall move into committee-of-the-whole.
- 2) While in committee-of-the-whole, proceedings are considered to be strictly confidential to Executive; no minutes are kept, and no action can be taken.
- 3) A motion to move out of committee-of-the-whole is necessary before proceedings are once again recorded in the minutes and action can be taken.

#### H. Adjournment Time

- 1) Executive meetings normally commence at 5:00 pm and are automatically adjourned at 8:00 pm, unless extended by a 2/3 majority consent of the members in attendance.
- 2) Motions to extend beyond 8:00 pm may set a new adjournment time or may be for the time required to deal with a particular item or items.

#### I. Executive Professional Development Fund

- 1) All members of the Executive, exclusive of Executive Staff Officers and the President, have the right to have access to the *Executive Professional Development Fund*.
  - 2) A member of Executive may be given an opportunity to attend *one* individual professional development activity, relevant to the work of the Local, during that budget year.
  - 3) Consideration of approval of attendance shall be on a *first come, first served basis* to the limit of the budget available based on the Professional Development Application Form. Applications must be received at least 14 days prior to the proposed activity.
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- 4) Application for attendance shall be made to Table Officers.
- 5) Money will be allocated through the annual budgetary processes of the Local to support Executive professional development.
- 6) The Executive Committee will develop priorities to guide the use of the fund based on the needs of the Local.
- 7) At least one PD activity in each year will involve the majority of members of the Executive Committee.
- 8) Executive members may apply to attend professional development that supports the priorities of the Local or their own role as an Executive member.
- 9) The appeal process consists of the member of the Executive Committee explaining their rationale to the Executive Committee which will then rule whether or not the proposed professional development activity or expense is reasonable and justified.
- 10) Executive members who attend a professional development activity who have accessed the Executive Professional Development Fund must submit to Executive Committee an Activity Report within 90 days of completion of the PD Activity.
- 11) Substitute costs will be covered, if necessary, by the Executive Professional Development Fund.
- 12) Expense claims must be submitted on the Local expense claim form within 90 days of the completion of the professional development activity.

J. President's Professional Development Fund

- 1) The purpose of the fund is to provide an opportunity for the President to access professional development/support that will support his/her work as President or for transition back to the Board.
- 2) The Finance Committee will create and maintain a budget line reflecting the President's Professional Development Fund in the amount of not more than \$7,000 per term served.
- 3) The fund is accessible during the President's term or during the first school year after the President leaves office.
- 4) The choice of professional development activity is made at the President's discretion after consultation with Table Officers.
- 5) Any funds not used will remain in the budget line which will be replenished to the original amount for the use of the next President.

K. Observer Status at the Executive Meetings

- 1) Members wishing to attend an Executive meeting shall notify the Local President at least 48 hours before the meeting:
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- 2) Observers shall be provided copies of the meeting agenda and may be provided copies of reports and other documents as deemed appropriate by the President.
- 3) Participation at an Executive meeting, such as debating, making motions, asking questions and voting, is restricted to members of the Executive only. Observers will not be asked to participate. Observers may raise matters with Executive members after the meeting.
- 4) Observers are required to leave an Executive meeting when it is in closed session.
- 5) The number of observers may be restricted, depending on space available.

L. Accommodation of a Leave Granted by the District

- 1) Members of Executive may apply to Table Officers, through a staff officer, for the accommodation of the leave granted by the District due to illness, maternity/parental needs or compassionate reasons.
- 2) The staff officer will present the application and a recommendation to Table Officers while maintaining the confidentiality of the member. Table Officers will accept or reject the recommendation.
- 3) If the accommodation of the leave is granted, it shall be in effect for the duration of the leave or the remainder of the term, whichever occurs first.
- 4) When the accommodation of a leave is granted, Table Officers will recommend to Executive one of the following options:
  - a) appointment of a temporary replacement to fill the position, or
  - b) that the position remain vacant.
- 5) Allowance and honoraria named in Section 8 F may be subject to proration when positions are held for part of a year due to vacancies or accommodated absences. The proration will be calculated as follows:

Prorated allowance or honoraria = (annual dollar amount × number of months) ÷ 12

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## 8. FINANCES

### A. Fiscal Year

The fiscal year of the Local shall be from July 1 to June 30 of the calendar year following.

### B. Fees

Until changed pursuant to Section V of the Local's Constitution, the annual amount of the supplementary fee payable by active members on contract shall be \$126, of which \$72 is the amount of the convention fee payable to the Greater Edmonton Teachers' Convention Association (GETCA). Active members not on contract shall not pay a supplementary levy.

### C. Perusal of Expenses

Bills related to the Report on Expenditures shall be provided to members of the Finance Committee for perusal and recommendation for approval by the Executive Committee.

### D. Budget

- 1) Any initiative which had not been considered in the formulation of the annual budget approved by the Council of School Representatives which causes an over expenditure in the amount of 10% or \$1,000 of a budget line, whichever is the greater amount, must be approved by the Council of School Representatives.
- 2) Wherever feasible, motions dealing with expenditures of money not included in the annual budget must first be referred to the Finance Committee before consideration by the Council of School Representatives.
- 3) The Local uses the cash method of accounting (one of the approved methods under Generally Accepted Accounting Practices) which records revenue when cash is received, and expenses when they are paid in cash.

### E. Investment of Reserves

- 1) The Finance Committee is responsible for authorizing the selection, purchase, and sale of the Local's investments of its reserve funds.
  - 2) Investment transactions undertaken by the Finance Committee shall be reported to the Executive.
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F. Schedule of Expenses for Committees

- 1) Executive annual allowances are based on a percentage of the minimum principal's allowance as specified in the Collective Agreement.

<b>Executive Position</b>	<b>Allowance</b>
President	Effective July 1, 2017, an annual allowance of \$32,500, or their current allowance, whichever is greater.
Vice Presidents	20% of the minimum principal's allowance
Past President	20% of the minimum principal's allowance
Divisional Representatives, Principal Representative and Substitute Teacher Representative	10% of the minimum principal's allowance
Chair of the Communications, Professional Development, Service to Members, Social, and the Teacher Welfare Committee.	10% of the minimum principal's allowance

- 2) Effective July 1, 2017, the President shall also receive an annual automobile allowance in the amount of \$2,500.
- 3) The President shall be reimbursed for a cell phone plan to a maximum of \$100 per month.
- 4) All committee members (including ad hoc, subcommittee, steering and joint committees) shall receive an honorarium of \$50 for each meeting attended to an annual maximum of \$350.
- 5) Committee members serving on more than one committee will receive \$50 per meeting attended to a combined annual maximum of \$500.
- 6) Executive members shall not receive additional honoraria.
- 7) Eligible Council of School Representative members shall receive \$25 per meeting attended, payable in June.

**G. Schedule of Expenses for Conferences**

- 1) Delegates to the Summer Conference shall be paid \$2,000. Delegates are expected to attend all sessions. Should a delegate be absent for a portion of Summer Conference, their cheques will be withheld pending review by Table Officers within one week of Summer Conference.
- 2) Annual Representative Assembly delegates shall be paid \$2,000 when ARA is in Calgary. Delegates are expected to attend all sessions. Should a delegate be absent for a portion of ARA, their cheque will be withheld pending review by Table Officers within one week of ARA. See also Guideline 1.B.
- 3) Annual Representative Assembly delegates shall be paid \$900 when ARA is in Edmonton. Delegates are expected to attend all sessions. Should a delegate be absent for a portion of ARA, their cheque will be withheld pending review by Table Officers within one week of ARA. See also Guideline 1.B.
- 4) In addition to the above amounts in 2 & 3 delegates shall receive \$50 for each of the two pre-ARA meetings that they are in attendance.
- 5) ARA Steering Committee members not on Executive shall receive an extra \$50 for attendance at committee meetings.

**H. Provincial Executive Council Election Subsidy Grant**

Edmonton Public Teachers Local No. 37 shall provide financial assistance to Local 37 members contesting a position on Provincial Executive Council, to a maximum of \$1,000 for District Representatives and \$2,000 for Table Officer positions, after the candidates have accessed all available provincial ATA funding with receipted expenses.

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**9. MEMBERS' BENEFIT FUND**

- A. The purpose of the Members' Benefit Fund is to provide financial assistance to members of the Edmonton Public Teachers' Local who:
- 1) Exhaust their sick leave entitlement prior to the time that they become eligible for long-term disability benefits, or
  - 2) Find themselves in exceptional circumstances which create financial hardship.
- B. The Service to Members Committee shall administer all disbursements from the Fund.
- C. The administrators of the Fund will provide the Executive Committee and the Finance Committee with an annual report on all disbursements from the Fund.
- D. A committee consisting of the elected Table Officers of the Local will serve as final arbiter of disputes related to the administration of the Fund.
- E. Any teacher who is a member under the terms of the Collective Agreement between the Edmonton Public School Board and the Alberta Teachers' Association is eligible to apply for benefits from the Fund.
- 1) The maximum benefit to any individual teacher from this Fund shall be limited to a career maximum of \$5,000 with the amount per day being \$75.
- F. Salary Benefits
- 1) A teacher may become eligible for salary benefits from this Fund provided that:
    - a) The teacher is not on leave of absence without pay,
    - b) The teacher qualifies for, but has exhausted, sick leave as provided either under the *School Act* or the terms of the Collective Agreement between the Edmonton Public School Board and The Alberta Teachers' Association,
    - c) The teacher has not yet become eligible for salary continuance benefits under the A.S.E.B.P or any other insurance plan, and
    - d) The teacher is not in receipt of salary from another employer.
  - 2) A teacher employed on a full-time basis may be eligible for a benefit from the fund of \$75.00 per school day, and a teacher employed on a part-time basis may receive a prorated amount, both for a maximum period of 60 school days.
  - 3) A teacher may become eligible for benefits from the fund on the school day following the last day of sick leave entitlement, and such eligibility shall cease upon the return to work of the teacher, or the teacher becoming eligible for salary continuance benefits from any other source or a salary from another employer.
- G. Exceptional Circumstances

On a case-by-case basis, the Committee may authorize financial assistance to a member who, because of exceptional circumstances, is in dire financial need. Such assistance shall be limited to the maximum benefit stipulated in Section E 1).

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## H. Operating Procedures for the Members' Benefit Fund.

- 1) Applications for benefits shall be directed to the designated Local Staff Officer.
  - 2) Local staff shall make every effort to keep the identity of applicants *confidential* from the Service to Members' Committee.
  - 3) Claims on the *Members' Benefit Fund* will normally be honored only after expenses have actually been incurred or salary has actually been lost.
  - 4) The *Members' Benefit Fund Operating Procedures* shall be reviewed annually by the Service to Members' Committee.
  - 5) The Service to Members' Committee shall distribute information about the *Members' Benefit Fund* to all members of the Local on an annual basis.
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**10. SEMINARS and WORKSHOPS**

- A. The costs and organization of any Locally-sponsored seminars and workshops are the responsibility of a Standing Committee of the Local, an ad hoc committee of the Local, the Executive, or the Council of School Representatives.
  - B. Seminars and workshops should be provided on a cost-recovery basis from attendees for any costs beyond facility rentals and light refreshments.
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## 11. SOCIAL ACTIVITIES AND SPECIAL EVENTS

### A. Local Appreciation Event

The Local shall hold an annual appreciation event to include all members of Standing and Ad Hoc Committees of the Local and invited guests identified by the Table Officers.

### B. Retiring Teachers' Banquet

- 1) The price of tickets shall be the actual cost of the meal, and the Local shall underwrite any additional expenses.
- 2) The cost of the following complimentary tickets shall be charged as a Retiring Teachers' Banquet expense.

- President of Edmonton Public Teachers and guest
- Vice Presidents of Edmonton Public Teachers and guests
- Past President of Edmonton Public Teachers and guest
- Local Staff Officer(s), Edmonton Public Teachers and guest
- President or designate from The Alberta Teachers' Association and guest
- Chair, Edmonton Public School Board and guest
- Superintendent, Edmonton Public School Board and guest
- Edmonton Public Teachers Social Committee and guests
- President of the Edmonton Chapter of the Retired Teachers' Association and guest
- Two tickets to each retiring teacher
- Two tickets to each of the Presidents of CUPE Locals 474, 784, and 3550
- Edmonton/McMurray District Representatives (no guests)

### C. Teachers' Social Events

The Social Committee shall organize and host social events at various venues for all interested Edmonton Public Teachers.

### D. New Teacher Induction

Plans for each year's new teacher induction shall be made by the President and the Table Officers.

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**12. STUDENT RECOGNITION****A. Student Art Display**

- 1) Twelve items of art that represent the work of students at all levels will be selected annually for exhibiting in the Local's office during the following school year.
- 2) Work will be selected on the basis of artistic merit, and interest, and balance with respect to age and ability levels of students.
- 3) The selected works will be framed at the Local's expense and returned, in that form, to the students following the display period. Students whose works are selected will have the President do a presentation in front of their peers and photos will be posted as a future CSR, if the appropriate consent is received.

**B. Seminar on the United Nations and International Affairs (SUNIA) Scholarships**

- 1) Social Studies department in each of the district's high schools may name two students as the recipient of Local's annual scholarship to attend the Seminar on the United Nations and International Affairs (SUNIA).
  - 2) Students who have been selected to receive the scholarship will have their name and 150 word bio provided to Council members at a future CSR.
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**13. SUMMER CONFERENCE**

- A. In selecting delegates to the ATA annual Summer Conference, the following criteria shall apply:
- 1) Give priority to members who have not previously taken the same course and meet ATA criteria.
  - 2) Give priority to members serving on related committees in the upcoming year.
  - 3) Adhere to other limits set by the Association.
- B. The Executive shall make selections for the Local's delegation to Summer Conference after the election of Standing Committees and shall delegate to the President the responsibility for filling positions which arise or remain vacant after the last Executive meeting of the year.
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**14. TABLE OFFICERS**

- A. The Table Officers Committee acts as the group that vets business coming to Executive, or to which Executive may refer business items for the purpose of preparing recommendations for Executive actions or decisions.
- 1) In some instances, when time is of the essence or when it may not be possible or necessary to convene a full Executive meeting, the Table Officers Committee can be delegated by Executive to decide or take action on particular matters.
  - 2) The group of four elected Table Officers has responsibility for approving the recommendations of the President with regard to changes in the Office Staff Agreement or the reclassification of office staff.
  - 3) The Table Officers may, as a function of their office and when directly related to their duties, and in the interest of the Local, host official guests and be reimbursed by the Local for reasonable expenses so incurred.
  - 4) Claims for reimbursement must be submitted within 15 days of the expenditure and no later than June 15.
  - 5) The cost of such hosting shall be charged to the budget of the committee of the official concerned.
  - 6) The Local shall provide ten (10) days of release time to each Vice President and the Past President to attend to the business of the Local or to compensate for time used to attend to the business of the Local. The days shall be taken at the discretion of the Table Officer with due consideration being given to the needs of the school and with no more than two days being used in any given month. Every effort will be made by the Table Officers to make the request two weeks in advance so the proper notice can be given to the Board.
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**15. PROTOCOL FOR HOSTING JOINT SESSIONS WITH OTHER LOCALS**

The Local recognizes the value of working cooperatively and collaboratively with other Locals and their committees to achieve common goals, effectively utilize resources, and build collegial relationships. To ensure that these ventures are successful, the following guidelines are proposed.

- A. The Committee passes a motion approving the joint participation of the proposed activity or event including information such as the contact person in each participating Local, cost sharing, responsibilities and expectations of each participating Local, and timeline for items such as information dissemination, registration, etc.
  - B. The Executive member involved informs the Executive Committee of the proposed event or activity and shares information regarding the full extent of the Committee's involvement and obligations, and provides adequate time for the Executive Committee to consider all benefits to, or implications for, the Local.
  - C. Any information to be disseminated bearing the name or logo of the Local must be approved by the President of the Local.
  - D. The President shall establish timelines for disseminating information within the Local.
  - E. The Committee, through the participating Executive member, must report to the Executive Committee on the joint event or activity including information such as number of attendees, successful aspects, and suggested changes if the event or activity were to be repeated.
-