

FRAMES OF REFERENCE

Calgary Separate Local #55

Approved by C.S.R. January 26, 2016

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1.0 **Frames of Reference of Calgary Separate Local #55**

1.1 **General Directive:**

The **Frames of Reference** define those directives and activities that transform the Constitution into a working document.

1.2 **Duties and Responsibilities:**

1.2.1 To ensure a consistency of approach on all issues addressed by the constitution.

1.2.2 To ensure that orderly procedures are established for continuation of program and execution of budget.

1.3

1.3.1 Amendments to the **Frames of Reference** require a one-month notice of motion to the Council of School Representatives.

1.3.2 Two-thirds of the votes cast are required to pass an amendment.

1.4 **Membership:**

1.4.1 **General Membership** on committees of the Local is restricted to:

1.4.1.1 Full time teachers,

1.4.1.2 Part time teachers,

1.4.1.3 Guest (Substitute) teachers, 04/21/13

1.4.1.4 Teachers on leave,

1.4.1.4.1 Sabbatical – if applicable fees have been paid,

1.4.1.4.2 Deferred Salary – if applicable fees have been paid,

1.4.2 **General Membership Rights:**

1.4.2.1 Voting members of Executive **may not serve** on other regular standing committees of the Local

1.4.2.2 Regular Committee Membership is restricted to no more than two committees of the Local.

1.4.3 **Term of Office:**

1.4.3.1 Unless otherwise stated, each committee member shall be elected for a one-year term.

7.2.1.1 On those committees where election is for more than one year, the individual committee definition will determine the term.

1.4.4 **Chair:** Where committees elect their Chairs, election shall be for a term of one year.

1.5 **Budget:**

1.5.1 **Program:** budget funding is made available to achieve the goals and objectives of committees of the Local. These goals are presented and

approved in the Local budget when presented to the Council of School Representatives.

7.4.1 **Committee**: this budget item represents the purchase of meals for committee members.

2.0 **Committees of the Local**

2.1 **Purpose:**

2.1.1 Standing Committees exist to address ongoing concerns of teachers in the Local.

2.1.2 From time to time, on an as needs basis, ad hoc committees may be formed to meet immediate needs.

2.1.3 Upon failure of any committee of the Local to comply with the Constitution or to conform to the **Frames of Reference**, the Executive Committee, subject to the approval by the Council of School Representatives, may withdraw all financial or constitutional support.

04/22/01

2.2 **Function:**

2.2.1 The **Standing Committees** shall consist of the following: 04/22/01

- 2.2.1.1 Advisory
- 2.2.1.2 Charities
- 2.2.1.3 Communications
- 2.2.1.4 Constitution
- 2.2.1.5 Council of School Representatives
- 2.2.1.6 Economic Policy
- 2.2.1.7 Executive
- 2.2.1.8 Finance
- 2.2.1.9 Policy and Resolutions
- 2.2.1.10 Political Engagement 01/23/11
- 2.2.1.11 Professional Development
- 2.2.1.12 Professional Growth Subsidy
- 2.2.1.13 Professional Recognition 04/28/92
- 2.2.1.14 Social
- 2.2.1.15 Guest (Substitute) Teachers 04/21/13
- 2.2.1.16 Table Officers
- 2.2.1.17 DEHR Committee 11/24/13

2.2.2 **Ad Hoc committees** will be struck as needs arise. Ad Hoc committees exist for:

- 2.2.2.1 time specific action.
- 2.2.2.2 commission specific action. 03/16/02

2.3 **Procedures:**

2.3.1 Each standing committee shall operate under the Frames of Reference as approved by the Council of School Representatives.

2.3.2 Each standing committee shall ensure that a continuing record of its activities is kept and shall report as required to the Executive Committee and the Council of School Representatives.

2.3.3 Each year each standing committee shall submit a detailed budget proposal to the Finance Committee listing all anticipated expenses for the forthcoming year. 04/22/01

2.3.4 Ad hoc committees shall operate under the general guidelines laid out when their commission is formulated.

2.3.5 Elections:

2.3.5.1 Election of Executive Committee:

2.3.5.1.1 Nominations for voting members of Executive shall be received no later than 5:00 pm on the Monday one week prior to the March Council of School Representatives' meeting. ^{04/22/12}

2.3.5.1.2 Election Day will be fixed by the Past President and the Executive Assistant in the week preceding the May Annual Representatives Assembly (ARA). ^{04/22/01}

2.3.5.1.3 Elections shall take place by secret ballot at the time appointed as per 2.3.5.1.2.

2.3.5.1.4 Results will be announced to the May Council of School Representatives' meeting.

2.3.5.1.5 A vacancy on the executive committee occurring between elections shall be filled by election of a member of this local association in accordance with the following procedures:

2.3.5.1.5.1 By another executive member through an internal nomination process of the Executive committee on an interim basis until such a time as the position is filled by an election of this local association in accordance with the following:

2.3.5.1.5.2 Nominations shall be received no later than 5:00 p.m. on the Monday one week prior to the subsequent Council of School Representatives meeting immediately following the vacancy.

2.3.5.1.5.3 Elections will occur one month following the declaration of nominations at the Council School Representative meeting.

2.3.5.1.5.4 If positions remain unfilled, the past President will announce the vacant positions at subsequent Council of School Representatives meeting.

2.3.5.1.5.5 All positions will be in effect until the expiration of the current term of office.

2.3.5.1.5.6 Notwithstanding articles 2.3.5.1.5.1, 2.3.5.1.5.2, 2.3.5.1.5.3 and 2.3.5.1.5.4 in the event that the office of the President becomes vacant, article 7.4.5.1 will prevail.

2.3.5.2 By-Elections^(01/26/16)

2.3.5.2.1 Should a vacancy occur within a elected Executive Committee position in the first 19 months of the term, a by-election shall be held to fill such vacancy for the unexpired term, and the person selected shall take office on the effective date of the resignation or when declared elected. Whichever is later.

2.3.5.2.2 Should a vacancy occur in an elected Executive committee position after the first 19 months of the term, this position shall remain vacant until the subsequent election.

2.3.5.2.3 The following condition shall apply to a byelection:

2.3.5.2.3.1 Nominations shall be called with 1 (one) week of the position being declared vacant by the Executive committee.

2.3.5.2.3.2 The date set for the close of nominations shall be not less than 10 school days after the call for nominations has been sent to the schools.

2.3.5.2.3.3 Election Day will be fixed by the Past President and the Executive Assistant in the week following the first CSR meeting after the vacancy occurs.

2.3.5.2.3.4 Elections shall take place by secret ballot at the time appointed as per 2.3.5.1.2

2.3.5.2.3.5 Results will be announced at the next Council of School Representatives' meeting.

2.3.5.3 Elections of Standing Committees:

2.3.5.3.1 Nominations for Committees shall be received no later than 5:00 pm on the Monday one week prior to the May Council of School Representatives' meeting.

2.3.5.3.2 If positions remain unfilled, the Past President will announce the vacant positions at subsequent Council of School Representatives meetings. ^{04/22/12}

2.3.5.3.2.1 Nominations for Committees shall be received no later than 5:00 pm on the Monday one week prior to the Council of School Representatives' meeting. ^{04/22/12}

2.3.5.4 **Speeches for contested positions on the Executive shall be:**

2.3.5.4.1 5 minutes for the position of President.

3 minutes for all other Executive positions.

2.3.5.4.2 There will be a question period of no more than 5 minutes per contested position.

2.3.5.4.3 Each candidate will have the opportunity to answer the same questions.

2.3.5.4.4 Question period will be governed by Roberts' Rules of Order and must pertain to the roles and functions of the executive position being contested. 04/21/13

2.3.6 **Quorum:** shall be the number necessary to pass a motion if the entire committee were present. 03/16/02

2.4 **Membership:**

2.4.1 **General Membership:**

Committees of the Local shall be comprised of individuals elected by the Council of School Representatives.

2.4.2 **Attendance**

2.4.2.1 It shall be the duty of each member of standing and ad hoc committees to inform the Chair in advance of his/her inability to attend any meeting of the standing committee.

2.4.2.2 Failure to attend two consecutive or three cumulative standing committee meetings in any one school year shall result in forfeiture of office subject to review by the committee. 04/28/92

2.4.2.3 If a teacher is on sick leave or long-term disability from the District, they are relieved of duties in relation to their committee responsibilities. 03/16/02

2.4.3 **Term of office:** Each member shall be elected for a term as noted within each committee's definition.

2.4.4 **Chair:** Where possible, each committee shall elect its own Chair on a yearly basis.

2.5 **Budget:**

2.5.1 **Program:**

2.5.1.1 These funds are intended for use by the committee in order to carry out its mandate.

2.5.1.2 If a committee should meet through a supper hour, then the committee Chair is authorized to purchase sufficient meal from the Program line. However, if the meeting is indicated to be a "Dinner Meeting" the funds will then be expended from the Committee line.

2.5.2 Committee:

- 2.5.2.1 Finance Committee recommends that a specified amount be budgeted each year for each member of each committee. The fund is to be used to purchase a “dinner meeting.”

3.0 COMMITTEE CHAIRS

3.1 Purpose:

3.1.1 To direct the activities of committees in accordance with the **Frames of Reference**.

3.1.2 To report upon the request of the President to the Executive Committee and/or Council of School Representatives concerning the activities of their committee. ^{04/21/13}

3.2 Duties and Responsibilities:

3.2.1 Chairs of Committees are expected to attend meetings of Council of School Representatives (CSR) and General Meetings. ^{03/96}

3.2.2 The Responsibilities of the Standing Committee Chairs are:

3.2.2.1 To operate their committee in accordance with the **Frames of Reference** concerning their committee

3.2.2.2 To maintain an accurate record of the proceedings of the committee and to forward these minutes to the President as soon as possible.

3.2.2.3 To prepare an outline of the committee's proposed activities for the year and to present this outline to the September meeting of Executive.

3.2.2.4 To monitor the expenditures of the committee's program and committee budget lines in order that these not be exceeded.

3.2.2.5 To submit proposals for changes to the committee's **Frames of Reference** to the Constitution Committee by February 25.

3.3 The Responsibilities of the Members of the Standing Committees are:

3.3.1 To attend all meetings of the Committee.

3.3.2 To inform the Chair, in advance, if unable to attend the meeting. Failure to attend two cumulative committee meetings in any one-year shall result in forfeiture of committee membership subject to review by the committee.

3.3.3 To assist the committee to fulfill its planned activities.

3.4 **Term of office:** as per the **Frames of Reference.**

3.5 **Budget:**

3.5.1 **Program:** Chairs are responsible for ensuring that expenditures fall within the submitted program that has been approved by CSR.

3.5.2 Finance Committee has determined that if a committee meeting extends through the normal dinner hour, then the Chair may purchase dinner for their committee and submit the receipt for reimbursement assigned to the Program budget line.

3.5.3 **Committee:** Finance committee has allocated a set amount per member of committee to be used during the school year for meals. These funds may be used for specified meals or may be used to provide each meeting with amenities as the committee determines.

3.5.4 **Travel and Meeting Allowance:** as per Local budget.

4.0 **COMMITTEE MEMBERS**

4.1 **Function:**

Committee members shall help their committee to achieve the goals and objectives as set out by CSR and the **Frames of Reference.**

4.2 **Procedures:**

The members of committees shall be elected by CSR.

4.3 **Membership:**

4.3.1 Each committee shall be comprised of individuals as defined by the committee's **Frames of Reference.**

4.3.2 **Term of office:**

4.3.2.1 will be determined by the committee definition.

4.3.2.2 if elected to complete a partial term, the member shall be elected only to the remainder of that term. 03/16/02

4.4 **Budget:**

4.4.1 **Program:** these funds are meant to allow the committee to carry out its mandate.

4.4.2 **Committee:** these funds are meant provide for two specified meals for committee members.

5.0 **COUNCIL OF SCHOOL REPRESENTATIVES (CSR)**

5.1 **General Directive:**

- 5.1.1 The Council of School Representatives (CSR) forms the general legislative body of the Local.
- 5.1.2 This council governs all decisions, directives, actions, and policies of the Local.
- 5.1.3 This council may serve as a General Meeting of the Local.

5.4 **Purpose:** The purpose of CSR is to:

- 5.4.2 Govern the activities of the Local's committees by:
 - 5.4.2.1 Recommending and ratifying appointments to all standing committees.
 - 5.4.2.2 Approving the **Frames of Reference** of the Local.
 - 5.4.2.3 Hearing reports from committees as requested by the Executive. 04/22/01
 - 5.4.2.4 Hearing reports from committees as requested by the Council.
- 5.4.3 Direct the financial activity of the Local by receiving, considering and approving:
 - 5.4.3.1 The annual budget.
 - 5.4.3.2 Expenditures in excess of \$3000.00 not provided for in the Local's budget.
 - 5.4.3.3 The annual, audited Financial Statement.
- 5.4.4 Hear public matters of concern from teachers across the Local and to direct action if necessary.
- 5.4.5 Receive reports and make recommendations to General Meetings of teachers if deemed appropriate.
- 5.4.6 Determine if any specific action is required and then to direct that the action be carried out.
- 5.4.7 Deal with other matters consistent with the Local's Constitution or the Alberta Teachers' Association general By-laws.
- 5.4.8 Elect the Local's Representatives to the Calgary City Teachers Convention Association (CCTCA). 04/22/01

5.5 **Meetings:**

- 5.5.2 The Council of School Representatives shall meet during the year at least five times.
- 5.5.3 Any meeting of the Council of School Representatives may be superseded by a meeting of the General Assembly.

5.6 **Membership:**

- 8.6.2 The actual members of the council shall be:
 - 8.6.2.1 All members of Executive Committee.
 - 8.6.2.2 All Chairs of Committees of the Local.
 - 8.6.2.3 All School Representatives. (1 rep. per 20 teachers or part thereof).

- 8.6.2.4 Two (2) representatives of Guest (Substitute) Teachers committee.

5.6.3 **Executive and Committee Chairs**

- 8.6.3.1 Shall attend the council and be responsible to report when called upon.
- 8.6.3.2 Executive Committee members shall not be eligible to serve as a school staff representative.

5.6.4 **Term of Office:**

- 8.6.4.1 Shall be elected on a yearly basis.
- 8.6.4.2 School Representatives shall be formally elected by each school staff according to the following formula: Each school shall be allowed one elected member for each twenty (20) members on staff or a portion thereof. The same shall apply to non-school based personnel. 04/22/01
- 8.6.4.3 Each staff may elect an alternate school representative. 04/22/01
- 8.6.4.4 In no case shall the number of school representatives and/or alternate from a staff voting at a meeting of the Council of School Representatives exceed the number of representatives to which the staff is entitled according to 5.4.3.2. 04/22/01

5.6.5 **Guest (Substitute) Teachers' Representative**

Shall be elected by the Guest (Substitute) Teachers Committee members.

5.7 **Duties and responsibilities:** The school reps shall:

- 8.7.2 attend all meetings of the Council of School Representatives or ensure that the alternate representative shall be in attendance to vote in his/her place. 04/22/01
- 8.7.3 bring before the Council of School Representatives any matters of concern to the staff.
- 8.7.4 ensure that those whom they represent are informed of the business of the Council of School Representatives.
- 8.7.5 disseminate information or material from the Local or Provincial Association.
- 8.7.6 conduct the electoral ballots within their schools.

8.8 **Chair:** The president, or designate, shall chair the Council meeting.

8.9 **Budget:**

- 8.9.2 **Program:** as per Local budget and **Frames of Reference:** 2.5.1
- 8.9.3 **Committee:** as per Local budget and **Frames of Reference:** 2.5.2
- 6.7.3 Approve any expenditure from the General Contingency line of the budget. 01/23/11

6.0 **TABLE OFFICERS**

6.1 **General Directive:**

To administer the affairs of the Local as outlined in the Constitution and **Frames of Reference**.

8.5 **Purpose:**

8.5.1 To assume the functions of the Executive Committee in all emergent matters in Association affairs.

8.5.2 To prepare agendas and set meeting dates for the coming year.

8.5.3 To negotiate a contract of employment with the Executive Assistant.

03/24/95

8.6 **Duties and Responsibilities:**

8.6.1 All members of Table Officers shall be voting members except for the Executive Assistant.

8.6.2 Meetings of Table Officers will be called:

8.6.2.1 by the President,

8.6.2.2 or at the request of an officer of The Alberta Teachers' Association,

8.6.2.3 or at the request of the Calgary City District Representative.

8.6.3 **Quorum**

8.6.3.1 Three Table Officers (voting members) shall constitute a quorum. 04/28/92

8.6.3.2 It shall be the duty of each member of Table Officers to inform the President, in advance, of his/her inability to attend any meeting of the Table Officers Committee. 04/28/92

8.6.4 Failure to attend two (2) consecutive or three (3) cumulative Table Officers meetings in any one school year shall result in forfeiture of office subject to review by the Executive Committee. 04/28/92

8.7 **Membership:**

8.7.1 The members of Table Officers shall be:

8.7.1.1 President

8.7.1.2 Vice President: Member Engagement 01/23/11

8.7.1.3 Vice President: Community Relations 01/23/11

8.7.1.4 Secretary

8.7.1.5 Past President

8.7.1.6 Executive Assistant

8.7.1.7 Treasurer

8.7.2 The Chair of Table Officers Committee shall be the President.

8.7.3 Nominations for Table Officers shall be received on the Monday before the March meeting of the Council of School Representatives.

01/23/11

8.8 **Budget:**

8.8.1 **Program** as per Local budget and **Frames of Reference: 2.5.1**

8.8.2 **Committee:** as per Local budget and **Frames of Reference: 2.5.2**

7.0 **PRESIDENT of the Local**

7.1 **Rationale:**

To act as the official spokesperson of the Local association in matters of concern to its members. 03/24/95

11.2 **Function:** The specific responsibility of the President, in addition to those defined in the constitution, is to:

11.2.1 convene a meeting of the incoming standing committees and act as Returning Officer in the election of a new Chair or have one of the Vice-Presidents attend to act as the Returning Officer. 01/23/11

11.2.2 act as Chief Executive Officer (CEO) of the Local. 04/21/13

11.2.3 call all regular or special meetings of the Local.

11.2.4 call and preside over all regular and special meetings of the General Assembly and the Executive Committee.

11.2.5 preside over 50% more or less of meetings of the Council of School Representatives as needed. 11/24/13

11.2.6 be in charge of any official delegation of the Local association.

11.2.7 act as official liaison with the Provincial Association. 06/24/95

11.2.8 ensure that statements and reports are sent to the Provincial Association as required. 03/24/95

11.2.9 perform all other functions usually attributed to this office.

11.2.10 bring before the Executive all communications received by the Local association, which requires Executive attention. 03/24/95

7.3

7.3.1 The President will conduct the business of the Local based on a **1.0** full time equivalent job designation.

11.3 **Membership:** The President shall:

11.3.1 be an ex officio member of all standing committees.

11.3.2 serve as Chair of the following committees:

11.3.2.1 Table Officers

11.3.2.2 Executive

11.3.2.3 CSR or designate as deemed appropriate

11.3.2.4 Policy and Resolutions. 09/28/1914

11.3.3 The President shall, in conjunction with the Past President, Treasurer and Executive Assistant, be one of the signing officers of the Local. 01/23/11

11.3.4 Serve as a voting member of the Finance committee. 09/28/1914

11.3.5 **Term of office:**

The President shall be elected for a two (2) year term to a maximum of two (2) consecutive terms. 03/25/07

11.3.5.1 if a president shall resign their office before the expiration of the term:

11.3.5.2 and the number of months remaining in the term is less than three (3), then the Executive Committee shall elect one of the Vice-Presidents to serve as Interim President,

11.3.5.3 ***in the event that a Vice President is unwilling or unable to serve; as interim President the Executive may choose another member of the Executive Committee in accordance to 2.3.5.2.***

7.4.5.4 ***if the number of months remaining in the term is greater than 3 months, then a by-election shall be called.***

11.4 President Position^{11/24/13}

11.4.1 ***Shall*** be a full-time seconded position

11.4.2 Salary will be:

11.4.2.1 Category D step 10 plus minimum principal allowance.

OR

11.4.2.2 Match the individuals District Salary. *09/28/1914*

11.4.2.3 ***Plus, any eligible*** Benefits.

7.6 **Budget:** ^{11/24/13}

8.5.1 **Program:** no amount has been allocated 8.5.2

Committee: no amount has been allocated.

8.5.3 **President's Contingency:** an amount has been set into the budget to be dealt with at the President's discretion.

8.0 **VICE-PRESIDENT: MEMBER ENGAGEMENT** ^{01/23/11}

8.1 **General Directive:** The Vice-President Member Engagement shall aid the

President in administering the Local. ^{01/23/11}

11.4 **Duties and Responsibilities:** the Vice-President, Member Engagement, will ^{01/23/11}

11.4.2 chair:

11.4.2.1 the Professional Recognition Committee ^{01/23/11}

11.4.2.2 approximately 25% more or less, of the Council of School Representative meetings as needed. ^{01/23/11}

11.4.3 act as lead of the School Representative (SR) project leading the training and mentoring of CSR members. ^{01/23/11}

11.4.4 promoting involvement in the Local as a worthwhile professional and personal growth opportunity for members. Recruitment of volunteers. ^{01/23/11}

11.4.5 contribute articles and information to the newsletter and website relating to member engagement when appropriate. ^{01/23/11}

11.4.7 assist in planning General Meeting topics and agendas with a focus to engaging members to attend the meeting. ^{01/23/11}

11.4.8 Attend all training programs offered by the ATA related to the SR project and supporting CSR members

11.5 **Procedures:**

11.5.2 Attend all training programs offered by the ATA related to the SR project and supporting CSR members. ^{01/23/11}

11.6 **Membership:** The Vice-President Member Engagement shall: ^{01/23/11}

8.4.1. be elected for a two (2) year term to a maximum of two (2) consecutive terms. ^{03/25/07}

11.5.1 be member of the following committees:

11.5.1.1 Table Officers

11.5.1.2 Executive Committee

11.5.1.3 CSR

11.5.1.4 Professional Recognition ^{01/23/11}

11.6 Budget:

12.2.1 **Program:** no amount has been allocated 12.2.2

Committee: no amount has been allocated

12.2.3 **Travel and Meeting Allowance:** per Budget

9.0 VICE-PRESIDENT: COMMUNITY RELATIONS^{01/23/11}

9.1 **Purpose:** The Vice-President Community Relations shall aid the President in administering the Local.

9.2 **Duties and Responsibilities:** The Vice-President Community Relations shall:

9.2.1 ***Shall serve as the Local Communication Officer (LCO) of the Local to ensure effective communication between the Local and its members.***^{09/28/1914}

9.2.2 act as link between the Local and the school district; Unions; and other employee groups in coordination with the President and/or when the President is not available.

9.2.3 act in the role of Hospitality Coordinator for the Local.

9.2.4 Ensure that applications for Public Relations Grants are submitted yearly and that the Local maintains a public relations presence.

9.3 **Procedures:** The Vice-President Community Relations shall:

9.3.1 Chair approximately 25% more or less of the meetings of the Council of School Representatives as needed.

9.3.2 ***Engage the Local in Publicity events such as Education Week, Teachers' Convention and others at the direction of Executive.***
^{09/28/1914}

9.3.3 ***Attend all meetings of the provincial ATA LCO Corps.*** ^{09/28/1914}

9.4 **Membership:** The Vice-President Community Relations shall:

9.4.1 be elected for a two-(2) year term to a maximum of two (2) consecutive terms. ^{03/25/07}

9.4.2 be a member of the following committees:

9.4.2.1 Table Officers

9.4.2.2 Executive Committee

9.4.2.3 CSR

9.5 **Budget:**

9.5.1 **Program:** no amount has been allocated

9.5.2 **Committee:** no amount has been allocated

9.5.3 **Travel and Meeting:** per Budget

10.0 **Secretary**^{/24/08}

10.1 **Purpose:** *Act as the Executive Liaison to Calgary City Teachers' Convention Association.* 09/28/1914

10.2 **Duties and Responsibilities:** The general responsibilities of the Secretary will be that:

10.2.1 To exercise all functions of the secretary in accordance with the **Frames of Reference.**

10.2.2 ensure that the Local receives **all minutes**, Annual Budget and Audited Financial Statement of the Calgary City Teachers' Convention Association. 09/28/1914

10.3 **Procedures:** The specific responsibilities of the Secretary are:

10.3.1 **to attend all CCTCA regular scheduled meetings.** 09/28/2014

10.3.2 **provide reports to Executive and CSR.** 09/28/2014

10.4 **Membership:**

10.4.1 **Term of Office:** The Secretary shall be elected for a two (2) year term to a maximum of two (2) consecutive terms.

10.4.2 The Secretary shall be a member of the following committees:

10.4.2.1 Table Officers

10.4.2.2 Executive

10.4.2.3 CSR

10.4.2.4 Partnering Committee

10.4.3 Shall be a liaison representative to the Calgary City Teachers' Convention Association

10.5 **Budget:**

10.5.1 Program: no account has been allocated

10.5.2 Committee: no account has been allocated

10.5.3 Travel and Meeting: as per Budget

11.0 **TREASURER**^{02/24/08}

11.1 **Rationale:**

General supervision of the financial and office procedures shall be the major responsibility.

11.2 **Function:** The general responsibilities of the Treasurer will be to ensure that:

12.2.2 prior to June 30, the incoming Treasurer will, in consultation with the Executive Assistant:

12.2.2.1 Ensure that funds are transferred correctly and appropriate signing authorities are established for the coming fiscal year.

12.2.2.2 Ensure that short-term investments, if any, are arranged for the period July 1 to August 31 in conjunction with the outgoing Treasurer.

12.2.2.3 Become familiar with the accounting program used by ATA Local #55. ^{09/09/97}

11.3. **Procedures:** The specific responsibilities of the Treasurer are:

12.3.1 To ensure that both long- and short-term investments, made in conjunction with the finance committee, are carried out.

12.3.2 To ensure that appropriate funds are forwarded to the Convention Committee as Provincial Rebates are received.

12.3.3 To authorize payment of travel and meeting allowances in two equal installments at the December and March meetings of Executive, or as otherwise agreed by the Treasurer and the individual.

12.3.4 To help prepare monthly statements of expenditures and revenue for the Executive and Council of School Representatives.

12.3.5 To present the monthly financial statements to Executive Committee and to the Council of School Representatives. ^{09/09/97}

12.3.6 To ensure that a monthly itemized budget statement of expenditures is presented to Executive Committee and CSR.

12.3.7 To ensure that the necessary disbursements of funds of the local association, as authorized by the Executive Committee or Council of School Representatives, are carried out.

12.3.8 To ensure that an audited annual financial statement is submitted to the Finance Committee.

12.3.9 Chair the Finance Committee. ^{01/23/11}

12.3.10 To ensure that financial statements and reports are sent to the head office of the Provincial ATA treasurer annually.

12.3.11 To act, in conjunction with the President, Past President and/or the Executive Assistant, as one of the signing authorities for the Local. ^{01/23/11}

12.3.12 To submit the Audited Financial Statement to Executive and CSR. ^{01/23/11}

12.4 **Membership:**

11.4.1 **Term of Office:** The Treasurer shall be elected for a two (2) year

term to a maximum of two (2) consecutive terms. ^{03/25/07}

12.5.2 The Treasurer shall be a member of the following committees:

- 12.5.2.1 Table Officers
- 11.4.2.2 Executive Committee
- 12.5.2.2 CSR
- 12.5.2.3 Finance Committee.

11.5 **Budget:**

- 13.1.1 **Program:** no amount has been allocated
- 13.1.2 **Committee:** no amount has been allocated
- 13.1.3 **Travel and Meeting Allowances:** per Budget

12.0 PAST PRESIDENT

12.1 : To aid the President in administering the Local.

14.1 **Function:** The Past President shall:

- 12.2.1 at the December Executive meeting, introduce discussion on ways and means of encouraging teachers to be aware of positions and to get involved in the Local elections. 05/15/01
- 14.3.3 supervise the election of Local 55's Convention representatives at the February CSR meeting. 05/15/01
- 14.3.4 distribute nomination forms for Executive at the CSR in February and all other committees at least 3 weeks before the last Council of School Representatives' meeting prior to May 1. 04/28/10
- 14.3.5 The deadline for Executive nominations is no later than 5:00 pm on the Monday one week prior to the March Council of School Representatives' meeting. Candidates may present a speech at the April Council of School Representatives' meeting. 04/22/12
- 14.3.6 publish an election bulletin to be sent out by the end of the first week in May. 04/26/10
- 14.3.7 establish the Election Day and to establish balloting procedures. 05/15/01
- 14.3.8 announce Executive election results at the May Council of School Representatives' meeting. 05/15/01
- 14.3.9 present for election and/or ratification for the May Council of School Representatives' meeting the composition of the Standing Committees for the coming year. 05/15/01
- 14.3.10 The Past President shall, in conjunction with the President, Treasurer, and Executive Assistant, be signing officers of the Local. 01/23/11

12.3 **Procedures:** The Past President shall:

- 14.4.1 act as the Local's Returning Officer 04/22/01
- 14.4.2 call for nominations for Executive and Standing Committees of the Local. 04/22/01
- 14.4.3 submit to the Council of School Representatives a list of nominations for offices. 04/22/01
- 14.4.4 organize and carry out elections. 04/22/01
- 14.4.5 organize and carry out by-elections when vacancies occur. 04/22/01
- 14.4.6 help seek out candidates for nomination to Provincial offices. 04/22/01

14.5 **Membership:**

12.4.1 The Past President shall:

- 14.5.1.1 chair the Constitution Committee. 03/24/95
- 14.5.1.2 be a member of the Finance Committee. 03/24/95
- 14.5.1.3 Table Officers 01/23/11
- 14.5.1.4 Executive 01/23/11
- 14.5.1.5 CSR 01/23/11

14.5.2 **Term of Office:**

14.5.2.1 The term of the Past President is dependant upon the action of the current president.

14.5.2.2 Election of Past President: Upon the position of Past President being vacant:

14.5.2.2.1 The position will first be offered, in reverse chronological order, to previous presidents, Vice-Presidents and then to a member of the Constitution Committee who has the greatest number of years on the Executive Committee. In the event of a tie then the member of the Constitution Committee shall be elected by secret ballot during a meeting of the Executive Committee called and chaired by the President. 04/21/13

14.6 Budget:

12.5.1 **Program:** no amount has been allocated.

14.5.2 **Committee:** no amount has been allocated.

14.5.3 **Travel and Meeting Allowance:** per Local budget.

14.5.4 **Support for Candidates:**

12.5.4.1 up to \$500.00 for candidates for President Local #55.

12.5.4.2 up to \$200.00 for all other candidates for Executive.

12.5.4.3 up to \$500.00 for Local #55 candidates for Provincial Executive Council.

12.5.4.4 up to \$1000.00 for Local #55 candidates for President Alberta Teachers' Association.

12.5.4.5 All expenses must be supported with original receipts.

03/28/10

13.0 EXECUTIVE ASSISTANT

14.6 **Purpose:** To assist the teachers of the Local.

14.7 **Function:** The Executive Assistant will:

14.7.1 report to the Executive Committee and Council of School Representatives on issues and activities of concern to the Local.

04/28/92.

14.7.2 fulfill the duties of the Executive Assistant as outlined in the job description. 04/28/92.

14.8 **Procedures:** To carry out the assigned duties as noted in:

14.8.1 Job description

13.3.2 Office Procedure Manual

13.4 **Membership:**

The Executive Assistant is assigned membership on specified committees. See job description.

13.5 **Budget:**

13.5.1 **Program:** no amount has been allocated

13.5.2 **Committee:** no amount has been allocated

14.0 EXECUTIVE COMMITTEE

15.2 Purpose:

The Executive Committee will carry out the specific directives of CSR.

15.3 Function:

15.3.1 To exercise general supervision of the conduct of all committees of the local and issue directives where deemed necessary. ^{04/22/01}

15.3.2 to ensure that directives of the C.S.R. are carried out.

15.3.3 To receive and act on reports of all standing committees. ^{04/22/01}

15.3.4 To ensure the preparation and transmission to the Provincial Association such reports and statements with reference to the affairs of the Local association as may be required. ^{04/22/01}

15.3.5 To supervise the allocation of funds as approved in the budget. ^{04/22/01}

15.3.6 To ensure that all association money is used to further the objectives of the association.

15.3.7 To govern the position of the Executive Assistant by:

15.3.7.1 hiring the Executive Assistant. ^{04/22/2013}

15.3.7.2 setting and reviewing the job description of the Executive Assistant. ^{03/24/95}

15.3.7.3 maintaining a supervision and evaluation model. ^{04/22/01}

15.3.7.4 To call the first meeting in the new school year of the standing committees when the position of chair is vacant

15.41 The Executive Committee shall meet a minimum of eight times during each school year.

15.5 It shall be the duty of each voting member of the Executive Committee to inform the President in advance of his/her inability to attend any meeting of the Executive Committee.

15.6 Failure to attend two consecutive or three cumulative Executive Committee Meetings by a voting member in any one school year, shall result in forfeiture of office subject to review by the Executive Committee.

15.3 Membership:

15.3.1 Term of office: Except for the Past President and the Principals' Representative, membership shall be for two (2) year term to a maximum of two (2) consecutive terms. ^{01/23/11}

15.3.1.1 Nominations for voting members of Executive shall be received no later than 5:00 pm on the Monday one week prior to the March Council of School Representatives' meeting. ^{04/22/12}

15.3.2 Voting Officers: The committee shall be comprised of fifteen (15) voting officers: ^{01/23/11}

15.3.2.1 President

15.3.2.2 Vice-Presidents (2)

15.3.2.3 Past-President

- 15.3.2.4 Treasurer
- 15.3.2.5 Divisional Representatives (4)
- 15.3.2.6 Non-school Based Teachers' Representative
- 15.3.2.7 Principals' Representative 04/22/01
- 15.3.2.8 Secretary 02/24/08
- 15.3.2.9 Local Political Engagement Officer (LPEO) 01/23/11
- 15.3.2.10 Coordinator of the Economic Policy Committee 01/23/11
- 15.3.2.11 Coordinator of the Professional Development Committee 01/23/11

15.3.3 **Non-voting Members:**

- 15.3.3.1 Chairs of Standing Committees when invited to attend,
- 15.3.3.2 Local 55 Members on Provincial Executive Council,
- 15.3.3.3 District Representatives (Calgary City), (act as Liaison Officers between the Local and Provincial Executive Council)
- 15.3.3.4 Executive Assistant. 04/22/01

14.4.4 **Chair:** The President or designate will Chair the Executive Committee.

14.4.5 **Quorum:** The quorum of the committee shall be eight (8) of the voting members. 03/16/02

14.5 **Budget:**

14.5.1 **Program:** as per Local budget and **Frames of Reference:** 2.5.1.

15.4.2 **Committee:** as per Local budget and **Frames of Reference:** 2.5.2.

15.4.3 **Executive Committee Professional Development Line:**

14.5.3.1 Only voting members of Executive are eligible for **PD** funding. 11/24/14

15.4.3.1 **Professional Development** shall relate to professional growth opportunities. 04/21/13

15.4.3.2 An expense report, with original receipts, and a post **PD** report shall be submitted to the Local prior to the reimbursement of expenses. 04/21/13

15.4.3.3 The **PD** attendee shall present the **PD** report at a subsequent Executive Meeting. 04/21/13

15.4.4 **Executive Committee Professional Development Funding:** shall be

15.4.4.1 Members may use up to \$500.00 of their annual fund for **PD** funding. 11/24/14

15.4.4.2 Any unused funds will be carried over into the second year of the member's term of office. 11/24/14

15.4.4.3 A maximum of \$1000 per voting member is available over the two year term. 11/24/14

15.4.4.4 Any unused **PD** funding expires with the two year term of office. 11/24/14

15.5 **Summer Conference:**

- i. Conference attendees should, where possible, be nominated and approved by Executive.
- ii. Committees will determine the candidates to be nominated and presented to Executive for approval if time is available.

15.0 DIVISIONAL REPS/NON SCHOOL BASED REP 03/25/07

15.1 **Purpose:**

To represent the interest of teachers at a divisional and/or non-school based level.

15.2 **Function:** This committee shall

15.2.1 be voting members of Executive.

15.2.2 Bring concerns from divisional base to CSR.

15.3 This committee shall attend all Executive and CSR meeting.

15.4 **Membership:**

15.4.1 The Divisional Representatives and Non-School Based Representative shall be members of the following committees:

15.4.1.2 Constitution committee

15.4.1.3 Scholarship and Bursary committee

15.4.1.4 Assist with School Representatives (CSR) training and mentorship led by the VP Member Engagement. 01/23/11

15.4.1.5 Assisting Local Political Engagement Officer (LPEO) in political engagement when needed. 01/23/11

Term of office: The term of office is defined by:

15.4.2.1 membership shall be for a two year term for a maximum of two consecutive terms.

15.5 **Budget:**

15.5.1 **Program:** to be determined

15.5.2 **Committee:** to be determined

16 LOCAL POLITICAL ENGAGEMENT OFFICER (LPEO)^{01/23/11}

16.1 Purpose:

To bring teachers to awareness and action on the Local and provincial political scene.

16.2 Function: The LPEO shall:

16.2.1 be a voting member of executive.

16.2.2 promote interest and awareness among our teachers in the Local and provincial political scene.

16.3 Procedures:

16.3.1 Chair the Political Action Committee.

16.3.2 Engage members and promote interest/awareness among our teachers in the Local and provincial political scene.

16.3.3 Attend all meetings of the provincial ATA LPEO corps.

16.4 Membership:

16.4.1 The Local Political Engagement Officer (LPEO) shall be a member of the following committees: 16.4.1.1 Political Action Committee

16.4.1.2 Executive Committee

16.4.1.3 Council of School Representatives (CSR)

16.4.2 Term of office: The term of office is defined by:

16.4.2.1 Membership shall be for a two year term for a maximum of two consecutive terms.

16.5 Budget:

16.5.1 Program: to be determined

16.5.2 Committee: to be determined

17.0 **ADVISORY COMMITTEE**

17.1 **Purpose:**

Article X (Consultation) of the Collective Agreement determines the existence of this committee.

17.2 **Function:** This committee shall

17.2.1 monitor the working conditions not covered in the collective agreement.

17.2.2 bring to advisory consideration of working conditions that appear to have changed without direction of the superintendent.
forward concerns raised by CSR. ^{03/16/02}

17.3

17.3.1 Positions taken by the representatives to the committee shall be presented to the Executive Committee. ^{04/28/92}

Positions approved as policy of the Local and Association shall be presented as positions of the committee.

17.4 **Membership:**

17.4.1 As defined by the Collective Agreement

17.4.2 The representatives of the Local shall be determined by Table Officers. ^{04/28/92}

17.4.2.1 President

17.4.2.2 Chair of the Negotiation Subcommittee
17.4.2.3 Executive Assistant.

17.4.2.4 Economic Policy Committee Coordinator. ^{04/21/13}

17.4.3 **Term of office:** The term of office is defined by:

17.4.3.1 Existence as a clause within the Collective Agreement.

17.4.3.2 Term as defined by the position held in the Local. ^{06/21/01}

17.4.4 **Chair:** The Superintendent chairs the committee.

17.5 **Budget:**

17.5.1 **Program:** as per Local budget and **Frames of Reference:** 2.5.1.

17.5.2 **Committee:** as per Local budget and **Frames of Reference:** 2.5.2.

18.0 ARA Committee and E.R.A. Committee

A.R.A. (ANNUAL REPRESENTATIVE ASSEMBLY) DELEGATIONS AND
E.R.A. (EMERGENT REPRESENTATIVE ASSEMBLY)

18.1 Purposee:

The delegates of this committee will provide input on behalf of the general membership of the Local.

18.2 Function: The committee will:

- 18.2.1 be aware of the issues and concerns which are to be discussed by the Assembly.
- 18.2.2 be aware of the concerns of Local 55's teachers in relation to issues facing the assembly.
- 18.2.3 attend the Regional Meetings as they occur.
- 18.2.4 attend to all sessions of A.R.A. and E.R.A.
- 18.2.5 Attendance may only be excused after the Chair of the Committee has been informed and appropriate actions agreed to.

18.3 The committee will:

- 18.3.1 prepare resolutions for submission prior to December 15
- 18.3.2 prepare the Local's position on Electoral Ballots to be submitted by February 15.
- 18.3.3 share hosting of hospitality with other Locals as deemed appropriate by Table Officers.

18.4 Formation of ARA Committee:06/15/10

The ARA committee shall be formed by the following order until such time as the committee delegation is complete. The number of committee delegates is determined by Provincial Executive Council.06/15/10

- 18.4.1 Policy and Resolutions members as of the November CSR shall be invited to attend the ARA to occur during that school year. After November CSR committee members will only be added to the ARA committee if there is space available – at any stage in the process.06/15/10
- 18.4.2 All current Executive members as of the November CSR shall be invited to ARA. After the November CSR, Executive committee members will only be added to the ARA committee if there is space available – at any stage in the process.06/15/10
- 18.4.3 If there is space available at the November CSR the Nominations and Elections Chair will announce the number of vacant positions on the ARA committee and will invite nominations from CSR to be accepted until 12:00 (Noon) of the second Friday of classes after the Christmas break. Nominees will be elected at the January CSR.
06/15/10

- 18.4.4 If there is space available a list of all delegates who attended the previous ARA will be supplied to the Policy and Resolutions Chair, the Executive Assistant, and the President of the Local.
- 18.4.5 The remaining spaces will be filled by: 06/15/10
- 18.4.5.1 Delegates who attended the most recent ARA but who are not part of the current Executive or Policy and Resolutions Committee will be invited. Spaces will be filled on a “first in” basis as they respond. A wait list will be created if there are more applicants than delegate positions. 06/15/10
- 18.4.5.2 Delegates who attended ARA in the previous 5 years will be supplied to the Policy and Resolutions Chair, the Executive Assistant, and President of the Local. Invitations will be sent out to delegates who attended previous ARA starting with the most recent year that has not already been invited and continuing chronologically, year by year, until such time as the committee has been filled or the list exhausted. 06/15/10
- 18.4.5.3 The Policy and Resolutions chair, in consultation with the Executive Assistant and the President of the Local, will invite members of the Local to attend the ARA. 06/15/10

18.5 **Budget:**

18.5.1 **Program:** as per Local budget and **Frames of Reference:** 2.5.1.

18.5.2 **Committee:** as per Local budget and **Frames of Reference:** 2.5.2.

18.6 **Attendance:** failure to provide proof of attendance will result in a meeting expense deduction for each absence. 06/15/10

A.R.A. Expense Form -- EDMONTON

DELEGATE NAME: _____

DELEGATE SCHOOL: _____

1. Pre-A.R.A. meetings:

-Budget:	Date: _____	Attendance:	
	Amount: \$		=
-Resolutions:	Date: _____	Attendance:	
	Amount: \$		=

2. A.R.A.

Date: _____ Attendance:

I.	Travel: \$ Kilometer or airfare receipt		
	\$. X		=
II.	Parking: \$. per day:		
\$27.00	X 3 DAYS: = \$.	iii. Meals:	
	Breakfast: \$.00		
	Lunch: \$.00		
	Dinner: \$.00		
	Total: \$.00 per day		
	\$.00 X 3 DAYS = -.00 = \$.00		
iv.	Misc. costs and out of pocket		
	\$.00 per day		
	\$.00 X 3 DAYS = \$.00	=	\$.00
V.	Hotel costs		
	\$.00 + GST + prov. Tax		
	(.00) X 3 days	=	\$.00
	TOTAL:		\$ -----

NB: expenses will be paid to a maximum of

DATE SUBMITTED: _____

Approved concept: Finance: Jan. 19, 2015 / Executive: Feb 10, 2015 / CSR: Feb. 24, 2015

NOTE: ARA Expense Form to be completed and submitted to Executive Assistant by the end of the Monday morning sessions. Upon review of attendance forms, expense cheques will be issued.

19.0 Charities Committee

The committee consists of 12 members, six of whom are elected each year, making it a two-year commitment, meeting five times a year. The members are Directors of the Calgary Separate School Teachers' Charities Society. This committee's mandate is to give financial assistance to those programs, which directly aid young people physically, spiritually and/or educationally.

19.1 Purpose:

Disburses the proceeds from the monthly salary deduction for charitable donation of teachers.

19.2 Function:

19.2.1 The Calgary Separate School Teachers' Charities Society has as its objectives:

19.2.1.1 Assisting charitable organizations in their work.

19.2.1.2 Preference shall be given to those organizations whose programs directly aid young people physically, spiritually and educationally.

19.2.1.3 The commitment of funding shall be for one year only.

04/22/01

19.2.2 Operate and act as Directors of the Calgary Separate School Teachers' Charities Society as required by the Federal Department of Internal Revenue, the Societies Act of the Province of Alberta and the bylaws of the Society.

19.2.3 Provide the Executive and the Council of School Representatives with a copy of the annual report of the Calgary Separate School Teachers' Charities Society required under the Societies Act.

19.2.4 To ensure that Contributors must be members of Calgary Separate School Local #55, Alberta Teachers' Association.

19.2.5 Contributors to the Charities Fund shall be voluntary.

19.2.6 Contributions shall be directed to organizations acceptable under Federal legislation for issuance of tax receipts. 04/22/01

19.3 Duties and Responsibilities:

19.3.1 The responsibilities of the Charities Committee are:

19.3.1.1 To determine how funds will be distributed among organizations making requests.

19.3.1.2 To receive and deposit monthly payments as deducted from the payroll of participating teachers.

19.3.2 The responsibility of the committee in relation to financial documents shall be:

19.3.2.1 To submit a financial statement, accompanied by a list of receiving organizations, to the Department of Consumer Affairs, Government of Alberta.

19.3.2.2 To present to the October Executive Meeting and Council of School Representatives' Meeting immediately following a copy of this financial statement.

19.4 **Membership:**

- 19.4.1 The committee shall consist of up to twelve members of the Local elected by the Council of School Representatives with up to six members being elected each year.
- 19.4.2 **Term of office:** Each member shall be elected for a two-year term. Half of the members shall be elected every two years.
- 19.4.3 **Chair:** The committee shall elect annually one of its members as Chair. 03/24/95
- 19.4.4 **Quorum:** The quorum of the committee shall be 50% of the active committee membership. 02/26/03
- 19.4.5 **Recording Secretary:** a recording secretary will be elected.
- 19.4.6 **Treasurer:** a treasurer will be elected to undertake the following:
 - 19.4.6.1 Maintain an up-to-date set of books reflecting the disbursements by the committee
 - 19.4.6.2 Inform the committee of the status of their accounts at each meeting
 - 19.4.6.3 Submit for audit, by June 30 of each fiscal year, the committee's books
 - 19.4.6.4 Present the results of the audit to Executive and CSR

19.5 **Budget:**

- 19.5.1 **Program:** as per Local budget and **Frames of Reference:** 2.5.1.
- 19.5.2 **Committee:** as per Local budget and **Frames of Reference:** 2.5.2.

20.0 **Constitution Committee**

20.1 **Purpose:** The constitution committee has the mandate of ensuring agreement of purpose and action between the Constitution and the **Frames of Reference**.

20.2 **Procedures:** The committee will coordinate an annual review of the Constitution and **Frames of Reference**.

20.3 The Committee will:

20.3.1 annually review the constitution

20.3.2 annually review the **Frames of Reference**

20.3.3 review all suggested changes to the Constitution and **Frames of Reference** when presented for consideration

20.4 **Membership:**

20.4.1 The committee shall consist of:

20.4.4.1 the Past-President

20.4.4.2 the Divisional Representatives

20.4.4.3 Principals' Representative 06/21/01

20.4.4.4 Non-school Based Teachers' Representative

20.4.2 **Term of Office** Term of office shall be **two** years.

20.4.3 **Chair:** The Past-President will act as Chair.

20.4.4 **Quorum:** The quorum of the committee shall be four of the voting members. 03/16/02

20.5 **Budget:**

20.5.1 **Program:** as per Local budget and **Frames of Reference:** 2.5.1.

20.5.2 **Committee:** as per Local budget and **Frames of Reference:** 2.5.2.

21.0 DEHR Committee ^{11/24/13}

The DEHR committee is to support diversity, equity and human rights in accordance with ATA long range policy and our Code of Professional Conduct on inclusive classrooms.

21.1 Purpose:

The purpose of the DEHR committee is to support diversity, equity and human rights in accordance with ATA long range policy and our Code of Professional Conduct on inclusive classrooms which states that: “teachers teach in a manner which respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, sexual orientation, gender identity, physical characteristics, disability, marital status, family status, ancestry or place of origin, place of residence, socioeconomic background or linguistic background.

Further the DEHR committee’s role would include article 9 of the Declaration of Rights and Responsibilities of Teachers: that teachers have the right to be protected against discrimination on the same basis and principles as set out in the Code of Professional Conduct.

21.2 The committee shall:

- 21.2.1 foster the principles of equity, human rights, social responsibility and justice.
- 21.2.2 portray diversity as an asset in school communities.
- 21.2.3 eliminate barriers to full participation in education and society while fostering understanding, empathy and compassion.

21.3 Procedures:

21.4 Membership:

21.4.1 The committee shall consist of:

- 21.4.1.1 up to seven members of the Local elected by the Council of School Representatives.
- 21.4.1.2 a recording secretary may be appointed.

21.4.2 **Term of Office:** Each member shall be elected for a two year term.

21.4.3 **Chair:** The committee shall elect annually one of its members as Chair.

21.4.4 **Quorum:** The quorum of the committee shall be 50% of the active committee membership.

21.5 Budget:

21.5.1 **Program:** as per Local budget and **Frames of Reference:** 2.5.1

21.5.2 **Committee:** as per Local budget and **Frames of Reference:** 2.5.2

22.0 ECONOMIC POLICY COMMITTEE (01/26/16)

This committee shall be called the 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 the Calgary Roman Catholic Separate School District No.1.

22.1 Duties and Responsibilities

The EPC shall exist for the following reasons:

- 22.1.1 To gather and study data for the purpose of setting objectives for collective bargaining.
- 22.1.2 To identify and interpret the economic and working conditions needs of teachers.
- 22.1.3 To prepare proposed amendments to the **Collective Agreement** for consideration of the members of the bargaining unit.
- 22.1.4 To effect changes to the **Collective Agreement** as negotiated and ratified by the teachers.
- 22.1.5 To select the Negotiating Subcommittee (NSC) and establish operational guidelines for its effective operation.
- 22.1.6 To keep teachers of the bargaining unit informed on matters pertaining to the progress of negotiations and the specific details of the **Collective Agreement**.
- 22.1.7 To consult with Teacher Welfare staff officers, district representative, consultants (as assigned) and members of the bargaining unit before, during and after negotiation.
- 22.1.8 To identify areas of concern for teachers and to provide the necessary assistance and direction in enforcing the provisions of the **Collective Agreement**.
- 22.1.9 To generally exercise leadership in all matters pertaining to collective bargaining.
- 22.1.10 To refer a dispute to a Representative of the Bargaining Agent (RBA) following appropriate consultation with the membership.

22.3. Membership

- 22.3.1 The EPC shall consist of:
 - 22.3.1.1 Fifteen members of the bargaining unit elected by the bargaining unit pursuant to this Frame of Reference. They shall be the voting members of the EPC.
 - 22.3.1.2 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.
 - 22.3.1.3 The president of the Local or appointee acting in an ex officio capacity.

22.3.1.4 The Executive Assistant of Local 55 as a non-voting member.

22.4. Election of EPC

In order that continuity on the committee be maintained, the election of members shall be conducted in the following manner:

22.4.1 The Coordinator (Chair) to be elected by the membership at large (as per the Constitution) or in the event of a vacancy, the vacancy will be filled according to procedures outlined in the Frame of Reference of the Local for filling vacancies in the Local Executive.

22.4.2 Four members to be elected by the Council of School Representatives in the first alternating year for a three-year term:

22.4.2.1 One division I representative,

22.4.2.2 One division II representative,

22.4.2.3 One division III representative, 22.4.2.4 One division IV representative.

22.4.3 Four members to be elected by the Council of School Representatives in the second alternating year for a three-year term:

22.4.3.1 One division I representative,

22.4.3.2 One division II representative,

22.4.3.3 One division III representative, 22.4.3.4 One division IV representative.

22.4.4 Four members to be elected by the Council of School Representatives in the third alternating year for a three-year term:

22.4.4.1 One division I representative,

22.4.4.2 One division II representative,

22.4.4.3 One division III representative, 22.4.4.4 One division IV representative.

22.4.5 One non-school based representative to be elected by the Council of School Representatives of a three-year term.

22.4.6 One principal representative to be elected by the Council of School Representatives for a three-year term.

22.4.7 In the event of a resignation or vacancy, any of the above named representative members may be elected at the subsequent meeting of the Council of School Representatives to fill the remaining term.

22.5 Duties

22.5.1 The Coordinator (Chair) of the EPC shall – chair EPC meetings, represent the EPC in its relationship with the general membership, attend Council of School Representatives meetings as required by the Local constitution and request the calling of bargaining unit meetings by the Local president. The Vice Chair of EPC shall fulfill the above duties when the Coordinator is not available.

22.5.2 The elected members of the EPC shall attend all EPC meetings and perform such other meetings as required by the Local association for purposes of reporting and communicating.

22.5.3 Absence from three consecutive meetings without reasonable cause may 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 Coordinator (Chair).

22.5.4 A Coordinator (Chair) shall act only with the consent of a majority of the committee or subcommittee.

22.6. Committees

22.6.1 The Negotiating Subcommittee (NSC) shall engage in collective bargaining with authorized representatives of the Board.

22.6.2 The NSC shall consist of five voting members elected from and by the voting members of the EPC.

22.6.2.1 the Chair

22.6.2.2 the Vice-Chair

22.6.2.3 the Secretary

22.6.2.4 Two Members at Large

22.6.3 Members of the NSC are elected for a term of one year. Once bargaining has commenced, the term of office for any member of the NSC shall be extended until the ratification of the Local bargaining agreement.

22.6.4 The EPC may appoint such other subcommittees as deemed necessary.

22.6.5 The Chair of the NSC shall also serve as the Vice Chair of EPC

22.7. Emergency Replacements

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

22.8. Meetings of the EPC

22.8.1 Meetings of the EPC shall be called by the Coordinator (Chair) of the EPC on the Coordinator's (Chair's) initiative or at the request of:

22.8.1.1 a majority of voting members of the EPC

22.8.1.2 the chair of the NSC

22.8.1.3 the president of the Local or

22.8.1.4 the RBA.

22.8.2 Quorum

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

22.9. Meetings of the Bargaining Unit

22.9.1 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 Coordinator (Chair) of the EPC on the Coordinator's (Chair's) initiative or at the request of:

22.9.2.1 a majority of the EPC executive

22.9.2.2 a majority of voting members on the EPC

22.9.2.3 the chair of the NSC

22.9.2.4 the RBA or

22.9.2.5 250 or more members from the bargaining unit.

22.9.3 Notice of intent to hold a meeting shall be given to members as soon as possible.

22.9.4 **Quorum**

250 or more members of the Bargaining Unit shall constitute a quorum.

22.10. **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 Coordinator (Chair) shall have the full rights to debate and vote as accorded to all other members.

22.11. **Budget**

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

22.11.1 **Program**: as per Local budget and Frames of Reference 2.5.1

22.11.2 **Committee**: as per Local budget and Frames of Reference 2.5.2

22.12. **Preparation Procedure**

22.12.1 The EPC shall request submissions from members of the Bargaining Unit regarding contract proposal changes.

22.12.2 The EPC shall request submissions from special interest groups giving them the opportunity to prepare and/or present a brief to the committee prior to the contract proposal being drafted.

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

22.12.3 The NSC chair shall present the proposed changes to the **Collective Agreement** to the Executive for recommendation at least two months before the expiry of the **Collective Agreement**.

22.12.4 The NSC shall submit proposed changes to a General Meeting of teachers at least one month before expiry of the contract.

22.12.5 Subsequent to the procedures outlined above, the EPC shall prepare a final initial proposal for transmission to teacher welfare of The Alberta Teachers' 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.

22.12.6 The EPC shall submit a request of the services of the Bargaining Agent to the Executive and Council of School Representatives.

22.13. **Negotiating an Agreement**

22.13.1 The NSC shall work toward a settlement utilizing the following procedures:

22.13.1.1 they may sign a memorandum of agreement when, in their opinion, the conclusion of such a memorandum of agreement is warranted, or

22.13.1.2 they may bring a Board offer to members, or

22.13.1.3 they may report back to meetings of the members when

they are of the opinion that further negotiations are not likely to be productive and may request further instructions.

22.14. **Ratification of the Collective Agreement**

22.14.1 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 favor of acceptance of the proposed agreement by means of a secret ballot vote.

22.14.1.1 notwithstanding 14.1, the requirement for a secret ballot vote may be waived provided no member objects.

22.14.2 Members shall register upon entry to the assembly.

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

AGENDA

Call to Order

- declaration of closed meeting of the bargaining unit
- introductions
- explanation of procedures to be used during meeting (voting and other)

History of Negotiations

Presentation of the Issue (eg Board offer, memorandum etc)

Question Period for Clarification – no debate

Explanation of Future Procedures (if applicable)

Motion on the Issue (eg motion to accept Memorandum of Agreement)

Recommendations to Membership (from EPC, NSC, etc)

Debate on Motion

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)

Other Business (if votes on other issues are required, the procedures listed above shall be applied)

22.14.4 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.

22.15. **Amendments to this Frame of Reference**

22.15.1 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:

22.15.1.1 amendments may be initiated by the EPC. Such amendments require:

- 22.15.1.1.1 that notice of motion to amend be given at a preceding EPC meeting,
- 22.15.1.1.2 approval by a majority of the EPC members,
- 22.15.1.1.3 consultation with the Local executive, and
- 22.15.1.1.4 approval by a majority of the members of the Council of School Representatives.

22.15.2 Amendments may be initiated by the Council of School Representatives. Such amendments require:

- 22.15.2.1 that notice of motion of intent to amend be given at a preceding meeting of Council of School Representatives
- 22.15.2.2 consultation with the EPC prior to a vote being taken
- 22.15.2.3 approval by a majority of the members of the Council of School Representatives

22.16. **Provincial Association Intervention**

22.16.1 In this section,

- 22.16.1.1 *investigated officer* means an officer of the economic policy committee whose conduct is under investigation pursuant to subsection (2);
- 22.16.1.2 *investigator* is the individual appointed by the table officers pursuant to subsection (2);
- 22.16.1.3 *officer* means the Coordinator (Chair), vice-chair or secretary economic policy committee or any other person appointed or elected to an economic policy committee or a subcommittee thereof;
- 22.16.1.3 *Provincial Executive Council* means the executive council as defined in section 11 of the *Teaching Profession Act*; *table officers* means the Association's officers as defined in Bylaw 35; *executive secretary* means the chief executive officer of the Association or a person designated by the executive secretary; and
- 22.16.1.6 *staff officer* means a member of executive staff designated by the executive secretary.

22.16.2 Suspension or removal from office of officers

- 22.16.2.1 Where the table officers have or receive information which leads them to believe that an officer:
 - 22.16.2.1.1 has neglected his or her duties to the extent that the proper operation of the economic policy committee is being negatively affected,
 - is mentally incapacitated,
 - is engaging in corrupt practices,
 - is engaging in financial malpractice or
 - 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.

- 22.16.3 In the course of the intervention under section 18, an investigated officer is entitled to have access to a staff officer for advice.
- 22.16.4 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.
- 22.16.5 The table officers may appoint another individual to assume the duties of the investigated officer during the period of the suspension.
- 22.16.6 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 secretary within 30 days of being notified of the suspension.
- 22.16.7 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.
- 22.16.8 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.
- 22.16.9 An investigated officer may, in the course of the investigation, submit his or her resignation to the executive secretary.
- 22.16.10 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.
- 22.16.11 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
 - 22.16.11.1 answer any inquiries the investigator may have relating to the investigation;
 - 22.16.11.2 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;
 - 22.16.11.3 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

22.16.11.4 attend before the investigator for the purpose of complying with 22.18.11.1, 22.18.11.2 or 22.18.11.3 of this subsection.

22.16.12 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.

22.16.13 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.

22.16.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:

22.16.14.1 remove the investigated officer from office;

22.16.14.2 restrict the investigated officer's eligibility for office in the future;

22.16.14.3 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.

22.16.15 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.

22.16.16 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.

22.16.17 If an investigated officer appeals the decision of the table officers, Provincial Executive Council shall, as soon as practicable, consider representations 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.

22.16.18 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.

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:

22.16.19.1 when the economic policy committee fails to comply with the requirements of section 2;

22.16.19.2 when the economic policy committee fails to comply with the requirements of section 13;

22.16.19.3 when the Provincial Executive Council considers it in the interests of the Association to do so.

22.16.20 The economic policy committee may appeal the appointment of an official trustee to a representative assembly.

22.16.21 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;

22.16.22 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.

22.16.23 An official trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.

22.17. **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 procedures 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 FINANCE COMMITTEE

Develops the overall annual budget for all committees of the Local and is responsible for all investments. This committee prepares and presents an annual financial statement to Executive and to the Council of School Representatives. Among other things, it also conducts an annual review of the guidelines for the Retirement Fund of Local #55. Besides the Treasurer, the past president and the Secretary, this committee consists of two elected members with one member being elected each year for a two-year term. ^{01/23/11}

23.1 Purpose: The finance committee will oversee the general finances of the Local.

23.2 Function: The finance committee will:

23.2.1 Present an annual financial statement to Executive and the Council of School Representatives.

23.2.2 Prepare and present a proposed annual budget to the Council of School Representatives.

23.2.3 Receive and scrutinize the budgets of all committees.

23.2.4 Receive and advise all proposed expenditures of \$3,000 or more that were not included in the approved budget and make recommendations to Executive and Council of School Representatives. ^{11/24/14}

23.2.5 Make recommendations regarding accounting and bookkeeping procedures.

23.2.6 Conduct an annual review of the guidelines for the Retirement Fund of Local #55.

23.2.7 Supervise all assets and accounts of the Local.

23.3 Duties and Responsibilities: The responsibilities of the Finance Committee are to:

23.3.1 submit to the Executive Committee, at the April meeting, a proposed budget which includes the following:

23.3.1.1 Proposed Travel and Meeting Allowance, effective July 1, for the following:

23.3.1.1.1 Elected members of Executive.

23.3.1.1.2 Standing Committee Chairs.

23.3.1.1.3 Negotiating Sub-committee members.

23.3.1.1.4 Committee, government, program, administrative expenses and retirement.

23.3.1.1.5 Annual Representative Assembly delegate expenses following approved guidelines for Edmonton and Calgary. See 16.0

23.3.1.2 Projected surplus or deficit during current year.

23.3.2 consult with the Executive Assistant and supervise all investments. ^{01/23/11}

23.3.3 inform all committee chairs in writing by the Executive meeting in February to have all budget submissions in by February 27. ^{05/13/93}

23.3.4 allocate fund relating to Special Local Funds.

23.3.4.1 **Retirement, Resignation Fund**: Retiring or resigning teachers are to receive an appropriate gift on the occasion of their retirement based on at least 5 years of service to Calgary Catholic Schools. Years of service are not necessarily consecutive and include those years served in Cochrane and Airdrie prior to their amalgamation. If a discrepancy occurs in the calculation of the number of years between the numbers declared by the Board and by the teacher, the ATRF summary form will be the deciding factor. .06/15/10

23.3.4.2 **Bereavement Gifts**: The family of a teacher, who dies before retiring, is to receive an appropriate gift based on the teacher's years of service to Calgary Catholic schools. 06/14/05

23.3.4.3 **Values of Retirement Resignation and Bereavement Gifts**: A teachers 50+ years of age shall receive a gift in the value of \$100.00 if the length of service is between five (5) and nine (9) years, \$150.00 if the length of service is between ten (10) years and fifteen (15) years, \$200.00 if the length of service is between sixteen (16) years and twenty (19) years, and \$250.00 if the length of service is greater than twenty (19) years. .06/15/10

23.3.5 To conduct an annual review of the gifts for Retirement and Bereavement set out in Section 21.3. 06/14/05

23.3.5.1 To supervise the budget line: 281 Release Time

23.3.5.2 The budget line for release time is for the Local President and Executive upon emergent issues. 06/07/99

23.4 **Membership:**

23.4.1 The members of the committee shall be:

23.4.1.1 Treasurer 01/23/11

23.4.1.2 Past-President

23.4.1.3 President 01/23/11

23.4.1.4 Two members elected by the Council of School Representatives with one member being elected each year.

23.4.1.5 Office Manager (non voting) 09/28/2014

23.4.2 **Term of Office**: The elected term shall be:

23.4.2.1 two years,

23.4.2.2 one half of the members shall be elected every year.

23.4.3 **Chair**: The Chair shall be the Treasurer. 01/23/11

23.4.4 **Quorum**: The quorum of the committee shall be three of the voting members. 03/16/02

23.5 **Budget:**

23.5.1 **Program**: as per Local budget and **Frames of Reference**: 2.5.1.

23.5.2 **Committee**: as per Local budget and **Frames of Reference**: 2.5.2.

24.0 Policy and Resolutions Committee

Formulates the professional policies and directions of the Local and Provincial Association. This committee prepares Local resolutions for, and attends the Annual Representatives' Assembly (ARA). The committee consists of the president and 12 members of Local 55 with six members being elected each year for a two-year term

24.1 **Purpose:** The Policy and Resolutions Committee will be responsible for the formation and monitoring of the general and specific goals of the Local.

24.2 **Function:** The function of the committee shall be to:

- 24.2.1 represent the Local at the Annual Representatives Assembly.
- 24.2.2 catalogue and continually update existing policy of the local association.
- 24.2.3 make recommendations to the local concerning the disposition of electoral ballots
- 24.2.4 prepare and screen resolutions from the Local association to the Annual Representatives Assembly.
- 24.2.5 study and make recommendations concerning resolutions appearing before the Council of School Representatives.
- 24.2.6 conduct the Local Annual Policy Assembly.

24.3 **Duties and Responsibilities:** The responsibilities of the Policy and Resolutions Committee are to:

- 24.3.1 request in September that proposals for Local Annual Representative Assembly resolutions are forwarded to the committee by mid October.
- 24.3.2 prepare and present these Local resolutions for consideration at the November Council of School Representatives' meeting.
- 24.3.3 present the Electoral Ballots to the Council of School Representatives prior to the Provincial A.T.A. deadline.
- 24.3.4 assign speakers for the Annual Representative Assembly debate.
- 24.3.5 recommend to the Executive emergent Local resolutions for the Annual Representative Assembly as the need arises.
- 24.3.6 solicit and prepare Local Annual Policy Assembly resolutions for consideration by the Fall Annual Policy Assembly or by a regular meeting of the Council of School Representatives' if the number of resolutions does not warrant a separate Annual Policy Assembly.

24.4 **Membership:**

- 24.4.1. The committee shall consist of
 - 24.4.1.1 the President
 - 24.4.1.2 twelve members of the Local elected by the Council of School Representatives with six members being elected each year 04/22/01

24.4.2 **Term of Office:** Term of office shall be two years with six members being elected every second year.

24.4.3 **Chair:** The Chair shall be elected by the committee. 03/28/10

24.4.4 **Quorum:** The quorum of the committee shall be 50% of the active committee membership. 02/26/03

24.5 **Budget:**

24.5.1 **Program:** as per Local budget and **Frames of Reference:** 2.5.1.

24.5.2 **Committee:** as per Local budget and **Frames of Reference:** 2.5.2.

25.0 Political Engagement Committee ^{01/23/11}

Works to bring teachers to awareness and action on the local and provincial political scene. This committee also seeks out and encourages prospective candidates for local school board elections, and attempts to influence education decision-making when appropriate and possible. The committee consists of up to thirteen (13) members, including the Local Political Engagement Officer (LPEO) with six members being elected each year for a two-year term. ^{01/23/11}

25.1 Purpose: The Political Action Committee will:

- 25.1.1 promote interest and awareness among our teachers in the Local and provincial political scene.
- 25.1.2 seek to influence education decision-making when appropriate and possible.
- 25.1.3 seek out and encourage prospective candidates for local school board elections.

25.2 Function: The responsibilities of the Political Action Committee are to: ^{05/15/01}

- 25.2.1 plan a program for the coming year. Suggested activities may be:
 - 25.2.1.1 generate some general interest in issues, which could be relevant to the next school trustee election or other educationally related election.
 - 25.2.1.2 monitor local Board meetings.
 - 25.2.1.3 encourage a sufficient number of able candidates to enter the election.
 - 25.2.1.4 contact local interest groups and seek co-operation in election work.
 - 25.2.1.5 determine local election issues and publicize those issues.
 - 25.2.1.6 encourage individual teachers to work on election, through local newsletters, speeches and promotion of issues.
 - 25.2.1.7 conduct candidate opinion surveys and distribute them to local teachers and to the public.
 - 25.2.1.8 conduct forums when education issues can be raised.
 - 25.2.1.9 generate interest in political issues of educational nature.
 - 25.2.1.10 evaluate current board members, survey the community for replacements.
 - 25.2.1.11 approach interest groups, then approach community members, encouraging them to run.
 - 25.2.1.12 identify local election issues (current, future).
 - 25.2.1.13 research issues.
 - 25.2.1.14 prepare publicity materials for issues, promote issues to media.
 - 25.2.1.15 prepare and circulate information to teachers on local election procedures.
 - 25.2.1.16 prepare for election forums.

- 25.2.1.17 prepare election questionnaires, based on issues.
- 25.2.1.17 circulate questionnaire results to teachers prior to election.
- 25.2.1.18 prepare and operate turnout election-day telephone network to ensure teacher turnout.

25.2.2 plan and organize a "Meet Your M.L.A." social evening in cooperation with Calgary Public School Local #38.

25.2.3 provide evaluation of involvement to Political Involvement Committee.

25.3 Membership:

25.3.1 The committee shall consist of:

- 25.3.1.1 up to twelve members of the Local elected by the Council of School Representatives with six members being elected each year and the Local Political Engagement Officer 01/23/11

25.3.2 **Term of Office:** Term of office shall be:

- 25.3.2.1 two years
- 25.3.2.2 half of the members shall be elected every two years.

25.3.3 **Chair:** The Local Political Engagement Officer shall be the Chair. 01/23/11

25.3.4 **Quorum:** The quorum of the committee shall be 50% of the active committee membership. 02/26/03

25.4 Budget:

- 25.4.1 **Program:** as per Local budget and **Frames of Reference:** 2.5.1.
- 25.4.2 **Committee:** as per Local budget and **Frames of Reference:** 2.5.2.

26.0 Professional Development

Strives to provide new and experienced teachers with an increased repertoire of techniques and methodologies. One member shall be named as a liaison to the Convention Association Committee, and shall attend Convention meetings and report back. Six members are elected each year. This committee consists of up to thirteen (13) members; the Coordinator of the Professional Development Committee and six members are elected each year for a two-year term. 01/23/11

26.1 **Purposee**: To assume the responsibility for professional development activities undertaken by the Local.

26.2 **Function**: The Professional Development committee shall:

26.2.1 Co-ordinate:

26.2.1.1 local professional development activities,

26.2.1.2 professional development activities that require coordination with the district.

26.2.1.3 new teacher mentorship programs.

26.2.2 name a member as a liaison to the Convention Association Committee prior to the March CSR meeting. The duties of this person shall be to attend all Convention Association Committee meetings and report back to the Professional Development Committee. 04/22/01

26.3 Duties and Responsibilities

26.3.1 To submit a general outline of the committee's proposed activities for the year to the first Executive and Council of School Representatives' Meeting of the year.

26.4 Membership

26.4.1 The committee shall consist of:

26.4.1.1 Twelve members of the Local elected by the Council of School Representatives with six members being elected each year.

26.4.2 **Term of Office**: Each member shall be elected for a two-year term.

26.4.3 **Chair**: The Chair of the committee shall be the Coordinator of the Professional Development Committee. 01/23/11

26.4.4 **Quorum**: The quorum of the committee shall be 50% of the active committee membership. 02/26/03

26.5 Subcommittee of Professional Development

26.5.1 **Joint PD Committee** 11/24/14

26.5.2 **Membership** the committee shall consist of:

26.5.2.1 up to 5 members of the Local comprised as: President, Coordinator of Professional Development and up to 3 members as determined by the President.

26.6 **Budget**

26.6.1 **Program:** as per Local budget and **Frames of Reference:** 2.5.1.

26.6.2 **Committee:** as per Local budget and **Frames of Reference:** 2.5.2.

27.0 Professional Growth Subsidy Committee

Oversees disbursement of professional growth conference/tuition funds for teachers. This committee meets once a month, prior to CSR meetings, and is also responsible for reviewing its guidelines once a year and presenting proposed changes to CSR for approval. The committee consists of six members, one from each school-based division and 2 members at large, and three members are elected each year, for a two-year term. ^{04/26/09}

27.1 Purpose: To administer the contractual obligations pertaining to the disposition of funds and professional activities as directed by the negotiated arrangement between Local #55 and Calgary Separate School District No. 1.

27.2 Function: The Professional Growth Subsidy Committee will:

27.2.1 administer the designated funding as provided by Local #55 for the personal professional growth activities of the individual members of the Local.

27.2.2 propose administrative procedures to Executive.

27.2.3 govern and operate the approved administrative procedures of the Professional Growth Subsidy Fund. ^{04/23/01}

27.3 Duties and Responsibilities: The responsibilities of the Professional Growth Subsidy Committee are:

27.3.1 to maintain records of disbursement for the Professional Growth Subsidy Program.

27.3.2 To submit an annual statement of Professional Growth Subsidy Program disbursements for the period that coincides with the Boards' fiscal year. This statement should include the following information:

27.3.2.1 Name of recipient, conference, dollar allotment and release time required.

27.3.2.2 Balance in program for remaining period.

27.3.3 to adhere to guidelines as approved by CSR concerning amounts and procedures for funds as made available through the Collective Agreement. ^{05/15/01}

27.3.4 to review annually the Professional Growth Subsidy Program guidelines and to recommend appropriate revisions to the Executive, Council of School Representatives and the Superintendent.

27.4 Membership:

27.4.1 The membership shall consist of

27.4.1.1 six members:

27.4.1.1.1 one representative per school based division

27.4.1.1.2 one elementary member at large and one secondary member at large of the local elected by the Council of School Representatives

27.4.1.1.3 the majority of members elected on a rotating basis: in even numbered years, Div. I, Div. III and Secondary Member at Large; in odd numbered years, Div. II, Div. IV and Elementary Member at large.

27.4.1.2 the committee will also include the Executive Assistant (non voting)

27.4.1.3 the Superintendent's designate (non voting)

27.4.2 **Term of Office:** Term of Office shall be:

27.4.2.1 two years

27.4.2.2 half of the members shall be elected every two years.

27.4.3 **Chair:** The committee shall elect annually one of its members as Chair.

27.4.4 **Quorum:** The quorum of the committee shall be 50% of the active committee membership. 02/26/03

27.5 **Budget:**

27.5.1 **Program:** as per Local budget and **Frames of Reference:** 2.5.1.

27.5.2 **Committee:** as per Local budget and **Frames of Reference:** 2.5.2

28.0 Professional Recognition Committee

Promotes an internal and external PR program to enhance the ATA Local. This committee is responsible for the New Teacher Induction, Long Service Recognition and Teacher Retirement Tribute. The committee consists of the Vice-President of Member Engagement and six members, three of which are elected each year for a two-year term. 01/23/11

28.1 Purpose:

Promote and maintain recognition of the good work of teachers.

28.2 Function: The committee will:

- 28.2.1 plan and coordinate the new teacher induction program.
- 28.2.2 plan and coordinate the Local's tribute to retiring teachers. 04/28/92
- 28.2.3 plan and coordinate the Local's program of long service recognition. 04/28/92

28.3 Membership:

28.3.1 The Committee shall consist of:

- 28.3.1.1 the Vice-president: Member Engagement, 01/23/11
- 28.3.1.2 six members-at-large. 04/28/92

28.3.2 Term of Office:

- 28.3.2.1 Members-at-large shall be elected for a two-year term with three elected in alternating years. 04/28/92
- 28.3.2.2 Half of the members shall be elected every two years.

28.3.3 **Chair:** The Vice-President of Member Engagement will act as Chair. 01/23/11.

28.3.4 **Quorum:** The quorum of the committee shall be 50% of the active committee membership. 02/26/03

28.4 Budget:

- 28.4.1 **Program:** as per Local budget and **Frames of Reference:** 2.5.1
- 28.4.2 **Committee:** as per Local budget and **Frames of Reference:** 2.5.2

29.0 Social Committee:

Organizes and conducts all social and recreational activities sponsored by the Local, and provides refreshments for CSR meetings. The committee consists of eight members all of whom are elected annually

29.1 Purpose:

To organize and conduct all social and recreational activities sponsored by the local association.

29.2 Duties and Responsibilities:

The committee shall meet on a monthly basis to discuss, create and promote social activities within the Local.

29.3 Function:

29.4 Membership:

29.4.1 The committee shall consist of:

29.4.1.1 up to eight members of the Local,

29.4.1.2 half the committee elected in alternating years. 04/26/09

29.4.2 **Term of Office:** Term of office shall be two years. 04/26/09

29.4.3 **Chair:** The committee shall elect annually one of its members as Chair. 03/24/95

29.4.4 **Quorum:** The quorum of the committee shall be 50% of the active committee membership. 02/26/03

29.5 Budget:

29.5.1 **Program:** as per Local budget and **Frames of Reference:** 2.5.1.

29.5.2 **Committee:** as per Local budget and **Frames of Reference:** 2.5.2.

30.0 Guest (Substitute) Committee^{04/21/13}

This committee of 6 Guest (Substitute) teachers will provide a meeting place for issues and problems to be discussed. The Local will make available funds to help Guest (Substitute) teachers develop their professional capabilities. ^{04/21/13}

30.1 Purpose:

To provide effective programs to meet the needs of Guest (Substitute) teachers. ^{04/21/13}

30.2 Function: The committee shall:

30.2.1 organize and coordinate the programs and activities of the Guest (Substitute) teachers within the Local Association. ^{04/21/13}

30.2.2 make representation on behalf of Guest (Substitute) teachers as a group. ^{04/21/13}

30.3 Duties and Responsibilities:

30.4 Membership:

30.4.1 The committee shall consist of:

30.4.1.1 up to six members of the local, ^{03/25/07}

30.4.1.2 at least three members being elected each year, ^{03/25/07}

30.4.2 **Term of Office:** Term of office shall be one year.

30.4.3 **Chair:** The committee shall elect annually one of its members as Chair. ^{03/24/95}

30.4.4 **Quorum:** The quorum of the committee shall be 50% of the active committee membership. ^{02/26/03}

30.5 Budget:

30.5.1 **Program:** as per Local budget and **Frames of Reference:** 2.5.1

30.5.2 **Committee:** as per Local budget and **Frames of Reference:** 2.5.2

31.0 Executive Limitation Policy 09/30/2014

ATA Local 55 is committed to upholding human rights by ensuring that every member of the Local who volunteers or who holds an elected position or is an employee must be treated with respect and in a fair manner. ATA Local 55 believes in affirming the right of its members and its employees to equitable treatment without fear of harassment, bullying or discrimination on the same grounds as those prohibited by the Alberta Human Rights Commission.

Abuse of members who volunteer or of elected officials or employee of the local of the Local or employees of the Local is unacceptable conduct and shall not be tolerated.

Any volunteer or elected official who infringes on the Alberta Human Rights act or otherwise engages in discriminatory or abusive behavior shall be subject to reprimand by the appropriate governing body of the Local.

Example: In the case of a committee the committee would put forward the motion of reprimand.