

Medicine Hat Catholic Teachers' Policy Handbook

Section A: Duties And Responsibilities Of Elected Bodies

I. Table Officers

- 1) Since Table Officers are considered to be the senior members of the committee, one of their major functions is to guide policy developed by the Executive Committee and Local Council. Additional duties are as outlined below:
 - a) Shall consist of President, Past President, Vice President, and Secretary - Treasurer.
 - b) Prepare the agenda for Executive Committee Meetings.
 - c) Shall deal with emergent situations, which may arise from time to time.

II. Executive Committee

As stated in the Constitution.

III. Local Council

As stated in the Constitution.

Section B: Duties & Responsibilities Of Elected Bodies

I. President

- 1) Any large organization requires a chief executive officer who generally speaks for, and represents, the organization. It is with the above in mind that the following list of duties and responsibilities are assigned to the President of this Local.
- 2) It shall be the duty of the President to preside at all Table Officer, Executive Committee, Local Council and General Meetings and to appoint chairs of standing committees.
 - a) To act as public spokesperson for the Local Association
 - b) To sign minutes of all meetings which the President chairs
 - c) Co-signs all cheques issued by the Local Association
 - d) Approves all correspondence
 - e) Acts as member of Table Officers' Committee
 - f) Acts on behalf of the Local or sends a representative to public meetings whenever there is an indication that matters affecting the Local are to be discussed
 - g) The President or a designate acts as Master of Ceremonies for Local No. 39 at Teachers Retirement Night.
 - h) The President or a designate acts as Master of Ceremonies for Local No. 39 Induction Ceremony
 - i) Acts as an ARA delegate
 - j) The President shall hold office for a one-year term. The term of office shall commence on July 1st of each year.
 - k) Should the president fail to attend more than 2 successive Local Council meetings without showing good cause, that office shall be declared vacant.

II. Vice President

- 1) As this office is generally seen as a stepping-stone to the presidency, the incumbent will be expected to assume major responsibilities in the organization.
- 2) The following is a list of the main responsibilities of this office:
 - a) It shall be the duty of the Vice President to take charge of the affairs of this Local Association in the absence of the President.
 - b) To act as an advisor regarding constitutional and policy matters
 - c) To see that policy statements are kept up to date
 - d) Acts as a member of Table Officers' Committee
 - e) In case of the absence of the President or Secretary-Treasurer, co-signs all cheques
 - f) Acts as chair of ARA Resolutions Committee and Mini ARA
 - g) Acts as an ARA delegate
 - h) The Vice President shall hold office for a one-year term. This term of office shall commence July 1st of each year.
 - i) Should the Vice President fail to attend more than two successive Local Council meetings, without showing good cause, that term of office shall be declared vacant.

III. Secretary-Treasurer

- 1) The person, who occupies the office of the Secretary-Treasurer because of the expected continuity in office, fills a very important position in the organization.
- 2) The duties of the secretary-treasurer shall be to
 - a) Keep accurate records of all proceedings of this Local Association;
 - b) Ensure that accurate records of all moneys received and collected are maintained
 - c) Ensure that an annual financial statement is prepared for audit purposes;
 - d) Bring before the executive committee of this Local Association all communications received by the Local;
 - e) Keep accurate records of all proceedings of the Executive Committee, Local Council, General and Table Officers' meetings of this Local Association.
 - f) Bring before the Executive Committee, Local Council or General meetings of this Local Association, all pertinent notices and communications from Head Office of The Alberta Teachers' Association.
 - g) Ensure the disbursement of funds of this Local Association as authorized by the Executive Committee
 - h) Prepare and send to Head Office of The Alberta Teachers' Association, such statements and reports as required
 - i) Give notice of all General, Executive Committee and Local Council meetings
 - j) To prepare and send copies of minutes of all meetings of Executive Committee, Local Council, and Standing Committees to members of the Local Council
 - k) To provide at the beginning of each school year to each committee chair, a copy of the policy outlining the terms of reference for the committee
 - l) Act on Table Officers' Committee
 - m) Be responsible for the operation of Local Office
 - n) Maintain a file on all correspondence
 - o) Make available to members of Local Council, copies of pertinent correspondence and agenda for upcoming meetings
 - p) Maintain an office file containing the Frames of Reference of each standing committee
 - q) Should the Secretary-Treasurer fail to attend more than two successive Local Council meetings, without showing good cause, that office shall be declared vacant.

IV. Past President

- 1) Because of the long experience in office, the Past President can render invaluable service to the Local. He/She can do so by:
 - a) Providing sober second thought on issues arising in the Local Association
 - b) Attending all Local Council meetings
 - c) Acting as consultant to the Executive Committee
 - d) Acting as chairman of the Nominating Committee
 - e) Acting on the Table Officers' Committee
 - f) Acting as chairman of the Finance Committee
 - g) Serve as a Local representative to Annual Representative Assembly in the absence of the President
 - h) The Past President shall hold office for a one-year term. This term shall commence on July 1st of each year.
 - i) Should the Past President fail to attend more than two successive Local Council meetings, without showing good cause, that office shall be declared vacant.

V. Annual Representative Assembly (A.R.A.) Delegates

- 1) The position of the Local Representative should serve as an important training ground for future table officers. They can gain important knowledge of the Provincial Association by representing the Local at Annual Representative Assemblies.
- 2) It shall be the duty of the Local Representatives to:
 - a) Represent this Local Association at the Annual Representatives Assembly or other meetings of The Alberta Teachers' Association
 - b) Report on the proceedings of the Annual Representatives Assembly or other meetings of The Alberta Teachers' Association to the Executive Committee and to a general meeting of this Local Association
 - c) Act as a liaison between this Local Association and The Alberta Teachers' Association
 - d) Act as consultants to the standing committees of this Local Association, as requested by the President
 - e) Act in any capacity assigned by the President of this Local Association
 - f) Attend all meetings of this Local Association
 - g) It shall be the policy of this Local that the President be automatically declared an ARA delegate. The remainder of the ARA positions shall be selected as outlined in SECTION F of this Policy Handbook
 - h) The Local Representatives shall hold office for a one-year term and this term shall commence on July 1st of each year.
 - i) Should an ARA delegate fail to attend more than 2 successive Local Council meetings, without good cause, that office shall be declared vacant.

VI. School Representatives

- 1) The Local Council is the parliament of the Local Association. Changes in Local Policy should originate in the Council, but may come as suggestions from the Executive Committee. The Council is responsible for the appointment of Standing Committees and for the projects and activities undertaken by them when ATA policy is involved.
- 2) Duties of School Representatives shall be:
 - a) Report to staff on Local and provincial matters after each Local Council meeting
 - b) To consider and discuss existing policy and formulate new policy for the Local Association

- c) Inform new staff members of ATA procedures such as induction and duties of standing committees: PD, EPC and others where appropriate
- d) One staff representative (where more than one is applicable) to be responsible for receiving, distributing and communicating all information pertaining to the membership, to the appropriate persons
- e) Make arrangements for and maintain bulletin board space in staff room
- f) Keep administrators informed of professional needs within the school.
- g) Inform staff members of services offered by both Local and Provincial Associations
- h) Attend all meetings
- i) Inform the ATA Local Office Manager of illnesses within the staff. (Please refer to Section D – Flower committee for more details)
- j) Encourage staff to submit problems that might be dealt with by the Executive Committee or Local Council or the appropriate committee
- k) File one copy of each item sent from ATA office
- l) Encourage all staff members to participate in all general meetings and social events.
- m) Make teachers aware of professional responsibilities.
- n) Activate interest among staff in running for office in Local executive offices and standing committees.
- o) Conduct referendums or plebiscites as directed by Local Council.
- p) Act in the role of Deputy Returning Officers for their schools during Local elections.

Section C: Committees

- 1) The Local Council shall exercise general supervision of the conduct of all committees in the Local.
- 2) The following rules shall govern the conduct and operations of all committees of the Local where such are not specifically set out in the Constitution.
- 3) Individual committees will be asked to draw up their terms of reference in line with the format outlined by policy for committees of this Local.

I. Frames Of Reference

- 1) The following shall be the format for all frames of reference for committees of this Local:
 - a) **NAME:**
 - b) **MEMBERSHIP:** This clause shall define the eligibility, members and tenure of the committee.
 - c) **OFFICERS:** This clause shall name the officers of the committee and shall define their eligibility, duties and franchise.
 - d) **FUNCTIONS:** This clause shall outline the specific purposes for which the committee is constituted.
 - e) **MEETINGS:** This clause shall prescribe the manner in which, at what times, and who shall convene meetings of committees.
 - f) **QUORUM:** The quorum of a Local committee shall be two-thirds of the membership of the committee.
 - g) **GENERAL:** This clause shall state any matters of policy that shall specifically bind the committee procedure.

- 2) The Local Council may set up joint meetings of committees of the Local to coordinate their efforts for a specific purpose.
- 3) All committees of the Local shall be responsible to the Local Council and shall provide copies of all committee proceedings to the Secretary-Treasurer of the Local.
- 4) Each committee of the Local shall submit to the Finance Committee prior to the drawing up of the budget for the next fiscal year, a complete list of all anticipated expenditures of that committee.
- 5) Amendments or additions to any frame of reference of a Local Committee shall be submitted to the Local Council for its approval.
- 6) If after hearing, a committee of the Local fails to comply with the frames of reference as set out in policy, the Local Council may withdraw all support.

II. Duties And Responsibilities Of ATA Committee Chairs

Standing Committees perform a very valuable service to the membership of this Local. The Chair serves as a coordinator and director of these activities. The main duties will be as follows:

- 1) Presides at all meetings
- 2) Reports to Executive Committee & Local Council meetings
- 3) Submits minutes of meetings to Executive Committee
- 4) Advises Local Council of any policy changes pertaining to the committee

III. Local Communications Committee

Good communication is essential in promoting a favourable public image of the profession. The Local Communications Committee performs a vital service to the Local.

- 1) The member personnel and duties of the Local Communications Committee will be as follows:
 - a) The President shall appoint the Chair of committee.
 - b) The Chair shall attend all major meetings of the Local and others as an advisor on communications.
 - c) The Chair shall contact the media, acting under the direction of the President.
 - d) The Communications Committee shall advise on items to be distributed and channel all communications to proper sources for distribution.
 - e) The Local Communications Chair shall serve on a year-to-year basis for a three-year term, initially commencing on July 1st.

IV. Finance Committee

- 1) **Name:** Finance Committee
- 2) **Function**
 - a) To supervise the finances of the Local
 - b) To draft a budget to be presented to Local Council
- 3) **Membership**
 - a) Chair - Past President
 - b) Other Table Officers of the Local appointed by the President
- 4) **Procedures**

- a) To make reports and recommendations to either the Executive Committee or Local Council as often as necessary.

V. Gift Budget

The Office Manager shall administer the Gift Budget.

1) General

- a) School representatives inform the Office Manager of any illness or bereavement among the teachers of his or her teaching staff
- b) School Representative may purchase an appropriate card or gift and be reimbursed following submission of the receipt to the Office Manager

VI. Political Involvement Committee

1) Name: Political Involvement Committee

2) Function:

- a) To maintain regular contact with the Provincial ATA Communications Dept. to inform them, and to keep informed, on current political issues effecting education in the Local and in the province.
- b) To maintain regular contact with the Local MLA's and/or other elected officials, to present educational concerns to them.
- c) To raise public interest in educational issues.
- d) To inform teachers of opportunities and procedures to make their concerns heard in the political arena.

3) Membership:

- a) A Chair, who is appointed by the President of the Local.
- b) Up to two members appointed by the executive of the Local, to be selected from applications received from members of the Local.

4) Reporting Procedures:

- a) The Chair will report to the Local Council as the need arises, and present a written report at the year's end.

Section D: Budgets And Fiscal Procedures

1) Budgets

- a) Budgets must be submitted to the Finance Committee Chair prior to the first General Meeting of the fiscal year.
- b) All budgets are subject to the approval of the Local Council.
- c) Each committee's budget should be accompanied with a statement projecting possible future trends.

2) Fees

- a) Fees are levied through procedures stated in the Constitution.
- b) General Provincial ATA membership fees are those set by the Annual Representative Assembly.

- c) The supplementary levy for Medicine Hat Catholic Teachers' Local No. 39 shall be set at a General Meeting of the Local Association.

3) Disbursements

- a) Requests made by individuals for financial support.
- b) Provision should be made in the general budget up to a maximum as set by Local Council.
 - i) Local Council must approve each individual request.
 - ii) All requests must be submitted in writing to the Secretary-Treasurer of the Local.
 - iii) Revenue for Medicine Hat Catholic Teachers' Local No. 39 will be allocated from the supplementary levy for Medicine Hat Local No. 39 and all provincial grants-in-aid received by the Local for all Local activities.

4) Expenses Incurred By Local Executive, Local Council, Committees And Individuals While Acting On Behalf Of The Local

- a) Anticipated expenses must be budgeted for.
- b) Emergent situations
 - i) The president may approve emergent expenditures provided that such approval does not place the Medicine Hat Catholic Teachers' Local No. 39 budget in a deficit position
 - ii) The Executive Committee may approve emergent expenditures provided that such approval does not place the Medicine Hat Catholic Teachers' Local No. 39 budget in a deficit position

5) Expenses Incurred While On Out Of Town Ata Business

- a) Accommodation Allowance - to be at the rate of a single room at the hotel at which the business is being conducted, or at the hotel booked by the Association.
- b) Subsistence Allowance - is to be at the rate of \$48 per day.
- c) Accommodation and Subsistence Allowance - notwithstanding Section D: 5) b) in the event that meals are included at the hotel or site at which the ATA business is being conducted, expenses for subsistence shall be prorated accordingly. Meals not provided for by the ATA may be claimed at the following amounts without receipts: Breakfast - \$12.00, Lunch - \$16.00, Supper - \$20.00
- d) Exceptions shall be made when:
 - i) Provincial Association grants-in-aid will cover any costs for accommodation or subsistence exceeding those provided for in Local Policy.
 - ii) An individual has met the conference or meeting deadline for reserving single room accommodation at the hotel(s) or site(s) where business is to be conducted and such accommodation is not available.
 - iii) The Local President requests an individual or Local Executive to represent the Local on ATA business after the deadline for reserving single room accommodation is to be conducted, and such accommodation is not available.
 - iv) An individual receives approval from Local Executive Council. In such a case, the individual must submit, in writing, the reason or reasons for selecting accommodation away from the site where the business is to be conducted.

6) Travel Allowance

- a) Travel allowance shall be the same as the Committee rate paid by the Provincial Association

- b) For those who drive - parking at the rate charged by the hotel will be paid.
- c) Cab fare for those who travel by air will be paid.

7) Expenses Claimed By Committees

- a) Appropriate receipts MUST accompany all expenses claimed for ATA business.

8) Conference And Meeting Allowance Guidelines

- a) **EDMONTON:** Allowance for duration of the conference plus one extra night accommodation plus one extra day meal allowance. ***Payment of expenses for the extra night accommodation and extra day meal allowance will be paid only if actual expenses were incurred.**
- b) **CALGARY:** Allowance for duration of the conference plus one-day meal allowance, according to the subsistence allowance policy.
- c) **BANFF:** Allowance for duration of the conference plus one-day meal allowance, according to the subsistence allowance policy.
- d) **LETHBRIDGE:** Allowance for duration of the conference. If conference is for part of one day, the meal allowance for one day shall be paid, according to the subsistence allowance policy.
- e) **RED DEER:** Allowance for duration of the conference plus one-day meal allowance, according to the subsistence allowance policy.
- f) If more than one delegate is participating, and travel is by car, car allowance should be based on one car for two people.
- g) Payment of expenses for travel allowances will be paid only if expenses are actually incurred.
- h) When long distance transportation is required, the travel allowance will be the amount of airfare plus taxi fare, provided that the total does not exceed the general travel allowance. Receipts for airfare and taxi must be presented to the Local Office Secretary.
- i) Any group of delegates may arrange to travel by charter aircraft subject to the following conditions:
 - i) The total cost must approximate the cost of travel by car.
 - ii) No person should feel obliged to travel by air.
 - iii) All charters are subject to approval of the Local President.
- j) For meetings and conferences kilometrage should correspond to Provincial ATA guidelines:

Banff	870 km return	Jasper	1408 km return
Brooks	214 km return	Lethbridge	338 km return
Bow Island	118 km return	Olds	770 km return
Calgary	586 km return	Red Deer	878 km return
Edmonton	1182 km return	Taber	234 km return

9) Expense Claims

- a) Expense claims for out town claims must be submitted to the Local Office Manager.
- b) Individuals are requested to submit claims with receipts for out of town business to the Local Office Manager, within one month of the activity except for kilometrage and meals.
- c) Individuals submitting claims or receipts more than SIX months AFTER the activity are not eligible for payment of their claim.
- d) Individuals who have received payment for anticipated claims will be liable for the loss of any grant or grants-in-aid should they fail to submit the proper receipts to the Local secretary within six months of the activity in question.

10) Gifts To Guests

- a) An appropriate gift may be presented to any guest of Medicine Hat Catholic Teachers' Local No. 39 of The Alberta Teachers' Association.

11) Duties And Responsibilities of the Local Office Manager

- a) The Local Office Manager shall be responsible to the President of the Local and shall assist officers of the Local

Section E: Provincial Ata Conference Guidelines

I. Delegates To Provincial Alberta Teachers' Association Conferences And Meetings

- 1) This policy applies to the selection of delegates for a conference or meeting where Local No. 39 Policy does not specify by the Provincial Association or the delegates. Such conferences and meetings are hereafter referred to as a Special Conference.
- 2) This policy does not apply to delegates who attend a Special Conference where the committee of which they are members of pays expenses.
- 3) Delegates of Special Conferences shall be selected in the following manner:
 - i) The Executive Committee shall set a period for applications for attendance at the conference.
 - ii) If the number of applications received is equal to, or less than, the number of delegates to which the Local is entitled, those delegates shall be entitled to attend the conference, subject to Local Executive approval.
 - iii) If after approval of all applications under sub-section ii, the executive wishes to receive further applications in order to send more delegates, then it may set a new application deadline.
 - iv) If the number of applications is greater than the number of delegates to which the Local is entitled, applicants who are members of Local Executive Council and its committees shall be given priority as determined by the following:
 - (1) Applicants who have not attended a Special Conference at Local expense shall be given first priority.
 - (2) If the number of applicants is still greater than the required number of delegates, remaining applicants shall be ranked according to the length of time between the upcoming conference and the last such Special Conference the applicants attended as a Local delegate. Those with the greatest amount of time between conferences shall be given first priority with those with the least amount of time will be given lowest priority. If the number of applicants is still greater than the number of delegates required, priority will be based on the earliest day in which the Local secretary received the remaining applications.
 - (3) If the number of applicants is still greater than the number of delegates required, final decision as to the selection of the remaining delegates shall rest with the President of the Local.

- (4) Where the number of executive applications does not meet the delegate requirements, but the number of applicants does, the remaining applicants shall be given priority using the procedure outlined in paragraphs (1) through (4).

SECTION F: ELECTION PROCEDURES

I. Election Of President, Vice President, Secretary-Treasurer, ARA Delegates

1) Nominations

- a) The nominations committee shall consist of at least 1 member; a chair that shall be the immediate past-president and may consist of any other two members of Local No.39 as appointed by the Executive Committee.
- b) Nomination forms shall be distributed in the approved standard form as outlined.
- c) The nomination committee shall accept written nomination forms signed by any two members of the Local with the written consent of the nominee.
- d) Further nominations may be made from the floor at any Council or General meeting that may be held after nominations open and before they are closed, and provided that the nominee is present and gives proper consent. An approved nomination form shall be distributed to each teacher. Nomination forms will also be made available through the ATA office.
- e) Nominations shall open on the first school day in April of the current school year.
- f) Nomination forms shall be returned to any member of the Nomination Committee of Medicine Hat Local No. 39, ATA not later than 4:00 p.m. on the first Monday in May of the current school year.
- g) Incomplete nomination forms shall be declared void.

2) Balloting

- a) Ballots shall be printed in the approved standard form as outlined.
- b) Ballots shall be marked with an "X" and any ballots marked otherwise shall be considered spoiled.

3) Election Day

- a) Shall be the last Monday in the month of May of the current school year.

4) Voting Procedure

- a) The Executive Committee shall appoint a Returning Officer at least one month prior to the election date.
- b) Duties and Responsibilities of the Returning Officer
 - i) Will appoint a Deputy Returning Officer for each school in the Local.
 - ii) Arrange for ballot boxes or sealable envelopes to be in each school on the day of election.
 - iii) Count ballots when ballot boxes or sealed envelopes have been turned in.
 - iv) Vote only in case of a tie.
 - v) Will notify all candidates regarding the results of the election by phone or e-mail as soon as the ballots have been tabulated.

- vi) Will notify the President of the winning slate of officers and of an alternate ARA representative to the ARA. The alternate representative to the ARA will be the candidate with the next largest number of votes during the election that was not elected.
- c) Duties and Responsibilities of the Deputy Returning Officer
 - i) Will establish hours of voting in their school
 - ii) Establish a place in the school suitable to conduct a secret ballot.
 - iii) Keep a record of those who have voted.
 - iv) Issue ballots to eligible voters.
 - v) Return the sealed ballot box or envelop by 5:00 p.m. on the same day as the votes were cast to the Returning Officer at the designated location.

5) Each candidate may appointment a scrutineer for the counting of the ballots.

- a) Substitute Teachers may cast their ballot at any of the schools within the jurisdiction of Medicine Hat Local No. 39 on the day of the election.
- b) Election Announcements
 - i) The President will notify the successful candidates and the alternative ARA representative by official letter.
 - ii) The President shall announce at the Local Council meeting the results of the election.

6) Vacancy Occurring Between Annual Elections

- a) Such vacancy shall be filled by means of a by-election.
- b) In the event of an ARA delegate vacancy, the position will be filled by the designated alternate, unless such an alternate has not been named, in which case the president will appoint an ARA delegate.
- c) The Executive Committee shall set dates respecting the opening and closing of nomination as well as date of by-election.
- d) The same procedure shall be followed as in Section F - Voting Procedures.

II. ELECTION OF SCHOOL REPRESENTATIVES

- 7) Each school is entitled to representation on Local Council on the following basis:
 - a) A minimum of one representative per school.
 - b) Schools shall be entitled to one representative per 25 members or fraction thereof.
 - c) Members of Medicine Hat Catholic Teachers' Local No. 39 not associated with a specific school, such as those working out of Central Office, shall be assigned to school by the President, and are considered a member of that school
 - d) Consideration should be given to continuity in the election of school representatives
 - e) Names of School Representatives shall be submitted to the Local Office Manager by the end of June if possible, or the beginning of September at the very latest.
 - f) Substitute teachers who are members of the Association shall be entitled to elect one representative to Local Council.

APPROVED NOMINATION FORM- Medicine Hat Catholic Teachers' Local #39

INSTRUCTIONS TO MEMBERS SUBMITTING NOMINATION FORM

1. Specify clearly the title of the position for which the person below is being nominated.

2. Indicate "President", "Vice President", "Secretary-Treasurer", "ARA Delegate", or "EPC". Complete all parts of the form.
3. Unless correctly completed this form will not be accepted by the Returning Officer. **Nominations shall open on the first school day in April of each school year and shall close at 4:00 p.m. on the first Monday in May and shall be returned to the Medicine Hat Catholic Local No. 39 Returning Officer by 4:00 p.m. on the first Monday in May.**

The person named below is a member of Medicine Hat Catholic Local No.39 and has agreed to accept the nomination **for the position of** _____ for the coming school year.

NAME OF NOMINEE: _____
 (please print clearly)

HOME PHONE NO. _____

SIGNATURE OF NOMINEE _____

Signatures of at least two members of Medicine Hat Catholic Local No. 39 who are making this nomination.

SAMPLE BALLOT

Select ONE Candidate **MARK BALLOT WITH AN "X"**

BLACK, Jack _____
SMITH, Nicole _____

SECTION G: SUBSTITUTE TEACHERS GROUP

- 1) At the request of ten or more substitute teacher members, this Local shall organize a substitute teachers group.
- 2) Those eligible for participation in the group shall be members who substituted for one of the employing jurisdictions included in the Local for at least one day during the previous twelve-month period.
- 3) An appropriate budget for the group shall be established.
- 4) The frame of reference for the group shall be as follows:
 - a) its objects shall be to advance the professional skills and knowledge unique to substitute teaching and to advance within the Local the special interests of substitute teachers.
 - b) it shall have at least one general meeting per year.
 - c) it shall elect a chair, a vice-chair, a secretary-treasurer, and two members-at-large to an executive that shall be responsible for organizing activities to promote the objects of the group.
 - d) its executive shall present to the Local an annual report of its activities and of the disbursement of funds by June 30th of each year.