



RCSTA Constitution

(Amended October 7, 2014)

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ARTICLE I - NAME

The name of this local association of the Saskatchewan Teachers' Federation shall be the "Regina Catholic Schools Teachers' Association", referred to hereafter as RCSTA. As a local association of the STF, the RCSTA is grounded in the legislation and bylaws of the federation.

ARTICLE II – DEFINITIONS

Assembly	The RCSTA Representative Assembly
Assembly Meeting	A duly called meeting of the Assembly
CEC	Catholic Education Center
Constitution	The Constitution document of the <u>Constitution of the RCSTA</u> .
Equity	Education Equity
General Meeting	A duly called meeting for all members of the RCSTA
LINC	Local Implementation and Negotiations Committee
Local Agreement	The contract between the RCSTA and the RRCSSD # 81 which is in keeping with the requirements of the <u>Education Act, 1995</u> .
PDF	Professional Development Fund
RCAA	Regina Catholic Administrators' Association
RCSTA	Regina Catholic Schools Teachers' Association
RRCSSD # 81	Regina Roman Catholic Separate School Division No. 81
STF	Saskatchewan Teachers' Federation

ARTICLE III - PURPOSE AND OBJECTIVES

It is the purpose of the Regina Catholic Schools Teachers Association to:

1. Further the objectives of the Saskatchewan Teachers' Federation provincially and locally.
2. Support the professional and spiritual growth of members.
3. Bargain collectively on behalf of members for a local collective bargaining agreement subject to the local bargaining provisions of *The Education Act, 1995*.
4. Ensure effective communications between members, the Federation and other local teacher associations.
5. Ensure effective representation in Federation affairs.
7. Promote the best interests of the teaching profession
9. Support social activities and good fellowship among RCSTA members.

ARTICLE IV - MEMBERSHIP

Membership shall include all members of the Saskatchewan Teachers' Federation who are employed by the Regina Roman Catholic Separate School Division Number 81.

ARTICLE V – FEES

All members of the RCSTA (including substitute teachers) shall pay fees which shall be established as part of the Annual General Meeting held in September of each year.

ARTICLE VI - EXECUTIVE

A. All members of the Executive shall be members of the RCSTA and shall be elected through secret ballot by the membership at the General Meeting in May/June. Executive members shall serve from the last day of the school year in the year of election to the second last day of the school year in the following year. The Executive shall be comprised of the following elected, voting positions:

1. President

- a. The president shall have release time, as negotiated in the LINC agreement, from the RRCSSD # 81, during school hours to attend to RCSTA business.
- b. The president shall, by virtue of the office, be a voting member of every committee struck by the Executive, Representative Assembly or General Assembly, including Ad Hoc and Voluntary Committees, with the exception of the RCAA.
 - i. If any committee is designated to consist of a specific number of members, the President shall not be counted within this number.
 - ii. The President shall not be the chair of any committee.
- c. The President, in conjunction with the Vice-President and the Treasurer, shall have signing authority on behalf of the RCSTA. For any financial transactions approved by the Executive, Assembly or General Assembly either by special motion or as set out by the duly approved budget, the signatures of two of the three named positions will be required.
- d. Only the President or designate(s) shall act as a spokesperson on behalf of the RCSTA in any dealings or discussions with non-association persons or organizations.

2. Vice-President

In the event the President resigns or is otherwise unable to fulfill her/his functions as President, the Vice-President shall assume the duties of President for the remainder of the term of office.

3. Councillors

- a. In the event the President and the Vice-President resign or are otherwise unable to fulfill their functions as President and Vice-President, the Councillors shall select one of the Councillors to assume the duties of President until such time as either the

President or Vice-President are able to resume their duties, or until such date as the Executive or Assembly set for an election to fill the vacancies.

- b. The number of Councillors is determined by the ratio set within STF Bylaws.
- c. The President and Vice-President shall be deemed to be Councillors by virtue of their offices.
- d. If a Councillor from the RCSTA is chosen to serve on the Executive of the STF, one additional Councillor may be added to the number of Councillors determined in accordance with Constitution Article VI. A. 3. b. for the duration of the time that the Councillor of the RCSTA serves on the Executive of the STF.
- e. Each Councillor shall fulfill the duties of Councillor as defined in the STF bylaws.
 - i. Councillors should also attend Regional Leadership Conferences and become informed about policies and actions of the Federation.
 - ii. In the event a Councillor would be absent from STF Council, a substitute shall be chosen from the RCSTA Membership. The Assembly and Executive shall be notified of any changes.

4. Chairperson of the Local Implementation and Negotiating Committee (LINC).

B. The Executive shall include the following non-elected, voting positions:

- 1. Immediate Past President
 - a. The Immediate Past President is the person who held the office of President of the RCSTA in the school year preceding the election of the current President of the RCSTA. (Subject to Article VI A - "shall be a member of the RCSTA)
 - b. The Immediate Past President is a voting member of the Executive for the school year immediately following her/his term of office as President.
 - c. In the event a President is elected to a second or successive term, the position of Immediate Past President shall become vacant at the commencement of the second term.
- 2. A representative from the Regina Catholic Administrators' Association as selected by the RCAA.
- 3. A representative from Regina Catholic Schools Substitutes' Teachers as selected by the members of that group.

- C. The Executive shall appoint the following positions:
1. Treasurer
 - a. The Treasurer shall maintain the accounts of the RCSTA and shall ensure that the accounts are accurate and current.
 - b. The Treasurer, in conjunction with the President and Vice-President, shall have signing authority on behalf of the RCSTA for any financial transactions as approved by the Executive, Assembly or General Assembly. (see Article XI. A.1.c.)
 2. Secretary
 - a. The Secretary shall keep minutes of all Executive, Assembly and General Meetings.
- D. Elected members of the Executive shall, at the earliest possible date, assume duties as chairs of the following committees:
1. Professional Development Fund (PDF)
 2. Superannuation
 3. Any other committees or Ad Hoc Committees set up by the RCSTA Executive or Assembly
 4. The chair of the LINC Committee is elected
- E. Quorum shall be five voting members of the Executive or one-half of the voting members of the Executive rounded up to the nearest whole number, whichever is greater.
1. If any voting member of the Executive resigns or otherwise becomes unable to fulfill his/her duties on the Executive, the quorum shall be reduced to reflect the remaining number of the Executive members.
 2. If the number of elected Executive members is reduced to less than one half of the number that are possible according to Constitution Article VI.A., the Executive shall, within one month of the time such number is reached, call a General Meeting at which elections will be held to fill vacancies.
- F. The Executive shall be required to:
1. appoint persons as Treasurer and Secretary.
 2. meet at least monthly during the academic year.
 3. prepare agendas for Assembly Meetings and ensure that they are circulated to all members of the Assembly with sufficient time to permit preparation for Assembly meetings.
 4. prepare the agenda for General Meetings and ensure that they are available to all members of the RCSTA with sufficient time to permit preparation for the General Meeting.
 5. report to the Assembly.

6. make recommendations to the Assembly.
7. act upon policies determined by the Assembly.
8. assume duties as chairs of no more than two committees as per Article VI. D.
9. appoint Ad Hoc Committees as required.
10. recommend membership fees and budget for approval of the Assembly representatives.
11. act as a liaison with the Board and Senior Administration of the RRCSSD # 81.
12. ascertain that expenditures are consistent with budget provisions and approve accordingly.
13. wherever applicable, be guided by the positions expressed in the Policy Statements of the RCSTA.

ARTICLE VII - THE ASSEMBLY

A. The Assembly shall consist of:

1. All members of the Executive.
2. Staff Representatives from schools in the jurisdiction of the RRCSSD #81.
 - a. Each school staff is entitled to elect one representative for every 25 teachers or portion thereof on the staff of that school.
 - i. All members of the RCSTA who work at or from the CEC shall be considered to comprise the staff of one school.
 - ii. All members of the RCSTA who have been seconded to The Ministry of Education shall be considered to comprise the staff of one school.
 - iii. Substitutes who are periodically employed by the RRCSSD #81 shall be considered to comprise the staff of one school and Article VII.A.2.a. notwithstanding, shall be entitled to one representative.
 - b. The name or names of any Staff Representative or Staff Representatives shall be submitted to the President of the RCSTA by September 15.
 - c. The term of office shall be from the date of election at the school until the end of the current school year.
 - d. A School Staff Liaison (also known as Assembly Rep) shall:
 - i. determine the wishes, ideas and requests of their staffs and communicate these to the Assembly.
 - ii. inform the school staff about the decisions and actions of the Assembly and Executive.
 - iii. assume the role of STF school staff liaison as outlined by the STF.
 - iv. inform the school staff about the activities of the RCSTA and the STF.

- v. attend Assembly meetings.
 - vi. secure a substitute in the event of being unable to attend an Assembly Meeting.
3. Designated Alternates for elected Staff Representatives.
- a. A Designated Alternate is a staff member who has been requested by a Staff Representative to take the place of that Staff Representative at an Assembly Meeting or Assembly function.
 - b. A Designated Alternate must be a member of the RCSTA who is on the staff of the school or a member of the group from which the Staff Representative is unable to attend an Assembly Meeting or Assembly function.
 - c. To assume the rights of a Staff Representative, the Designated Alternate must register with the Chair of the Assembly or the President prior to the start of the Assembly Meeting or Assembly function and advise the Chair or President which Staff Representative the Designated Alternate is replacing for that meeting or function.
 - d. Designated Alternates shall perform the duties of a Staff Representative as noted in Constitution Article VII.A.2.d.
- B. At Assembly Meetings or Assembly functions, only members of the Assembly have the right to speak or vote on matters brought before the Assembly.
- 1. Guests may be introduced to the Assembly and upon approval, signified by a majority vote of the Assembly, be provided with speaker's time.
 - 2. All members of the RCSTA may attend Assembly Meetings as spectators.
- C. Quorum shall be one-half of the Staff Representatives or their Designated Alternates.

ARTICLE VIII – COMMITTEES

A. Membership of Committees

Membership of any committee shall be chosen from the RCSTA general membership. These committees shall consist of the Chair or Co-Chairs, and members approved by the Executive.

B. Operating Procedures for Committees

- 1. All committees must be composed of a majority of members as outlined in Article IV.
- 2. Any person falling outside of Article IV may act in an advisory capacity to committees as the need arises.

3. All committees are required to report to the Executive and/or Assembly prior to initiating any actions.
4. All committees have the power to draw up their own procedures of operation in order to suit their mandates. These procedures of operation will then be subject to approval by the Executive.

C. Local Implementation and Negotiations Committee (LINC).

1. LINC and the LINC Chair shall be elected at a General Meeting. The committee shall consist of a chairperson, the RCSTA President, and up to four other elected members. The Chair or designated team member shall report to the RCSTA Executive during negotiations, either at regularly scheduled Executive and/or Assembly meetings or on an “as needed” basis.
2. This committee shall:
 - a. enter into negotiations with the RRCSSD # 81 regarding any and all matters pertaining to the Local Agreement between the RRCSSD # 81 and the RCSTA.
 - b. monitor the application of the current Local Agreement provisions, and make recommendations to the Executive in the event provisions are breached.
 - c. exercise diligence with respect to local matters impacted by the Provincial Collective Bargaining Agreement and to enter into discussions with the Executive of the RCSTA on any matters therein which require attention from the provincial organization.
3. LINC shall take appropriate measures to ensure that the position it takes in negotiations accurately reflects the opinions and wishes of the Association members.
4. LINC has the authority to accept a tentative agreement reached with the RRCSSD # 81.
 - a. Any agreement between the RCSTA and the RRCSSD # 81 is subject to ratification by the membership.
 - b. LINC shall:
 - i) prepare a formal asking package, as per Article VIII.C.3, for presentation and distribution to the Assembly before negotiations open. As well, after any tentative agreement has been reached, the LINC team shall prepare an information package on said agreement for the membership to consider at least one full calendar week prior to any ratification vote.
 - ii) arrange, with the RCSTA Executive, a procedure and a time for a ratification vote to take place no sooner than one week after the delivery of the information package to schools. (See Procedures and Duties Section).

- c. Staff Reps shall take appropriate steps to ensure secret balloting occurs.
- d. Only the RCSTA Executive, in consultation with the LINC team, has the authority to request either a recount or a revote.
- e. STF guidelines must be followed in situations where sanctions are possible. Sanctions may be employed only after a vote of the membership authorizes the LINC team to impose sanctions. Members who hold positions of added responsibility in the school system, including department heads, coordinators, consultants, administrative interns, principals and vice-principals, are expected to participate fully in any sanctions, except where exemptions have been granted by the LINC.

D. Professional Development Fund (PDF) Committee

- 1. The chair and appointed members oversee the management and philosophy of the Professional Development Fund.
- 2. The PDF committee adjudicates PDF requests from members.
- 3. The PDF committee advises the RCSTA Executive on governance issues.

E. The Substitute Teachers' Representative

- 1. Substitute teachers shall elect a representative who is a member of the RCSTA Executive and assembly.
- 2. The representative shall act as an advocate for substitute issues to the Assembly and the Executive of the RCSTA and shall promote the professional advancement of substitute teachers.

F. The RCAA shall have committee status within the framework of the RCSTA.

- 1. Administrators, by virtue of their individual membership within the RCSTA and their positions as in-school administrators, have a potentially more complex, but not conflicting professional role within the RCSTA.

G. Other Committees

- 1. The Assembly of Representatives or the members at a General Meeting may establish a standing committee to deal with issues or concerns of an on-going nature.
- 2. The Executive, Assembly of Representatives or the members at a General Meeting may establish an Ad Hoc Committee to deal with issues or concerns that are deemed to be short-term in nature.

3. The composition of such committees will be as determined by the Executive, Assembly of Representatives or the membership at a General Meeting which established such committees.
4. If no direction is given by the Executive, Assembly of Representatives or membership at a General Meeting, a Chair or Co-Chairs of such committees may be selected from within these committees by the committee members.

ARTICLE IX - GENERAL MEETINGS

- A. A General Meeting shall be held in May/June and at any other time the Executive or Assembly deems necessary.
 1. General Meetings shall be called at the place, time and date set by the Executive or Assembly.
 2. Notice of a General meeting shall be given to all RCSTA Members at least one week prior to the meeting.
- B. The agenda for the General Meeting shall be prepared by the Executive.
 1. When a General Meeting is called under provisions of Constitution Article VI.E.2 or Constitution Article IX.A or Constitution Article X.B.3, the agenda shall include items required by the Article under which the meeting is called.
 2. The General meeting in May/June shall include in its agenda:
 - a. election of the Executive as identified in Article VI.A.
 - b. a report from the President summarizing RCSTA actions during the school year.
 - c. committee reports, either verbal or in written form.
 4. The General meeting in September shall include in its agenda:
 - a. the setting of the membership fee
 - b. the approval of the calendar.
 5. At a General Meeting, a member of the RCSTA may request that an additional item or items be added to the agenda of the meeting.
 - a. Any request for additional items must be accepted by a majority vote of those present at the General meeting.
 - b. Any additional item requested by a member and approved according to the provisions of Constitution Article IX.B.3.a shall be dealt with only after all original agenda items have been deliberated.

C. At General Meetings all RCSTA Members may speak to, make motions concerning and vote on matters arising from the Agenda of the General Meeting.

D. Quorum shall consist of those persons present at a duly called General Meeting.

ARTICLE X - ELECTIONS

A. Eligibility

1. Candidates

- a. All members of the RCSTA, who are currently having RCSTA fees deducted through payroll, are eligible to submit their names as candidates for any elected position within the RCSTA.
- b. Subject to Constitution Article X.A.1.a and X.B.2, a member may stand for re-election to any position.

2. Electors

- a. All members of the RCSTA who are currently having RCSTA fees deducted through payroll are eligible to vote at a General Meeting for any candidate running for an elected position within the RCSTA.
- b. All Executive members, School Staff Liaisons or their Designated Alternates who are currently having RCSTA fees deducted through payroll are eligible to vote at an Assembly Meeting for any candidate running for an elected non-Executive position within the RCSTA.

B. Elections for Executive Positions

1. An election for all elected Executive Positions must be held at the Assembly/General Meeting in May/June. The General Meeting for the purpose of electing the Executive will precede the Assembly Meeting on that date.
2. Nominations for the position of President must be received by the Nominations Committee Chair at the RCSTA office at least three weeks prior to the Annual Assembly/General Meeting in May. Nominations for President will not be accepted from the floor unless no prior nominations for President have been received within the specified timelines.
3. Elections called to fill vacancies on the Executive may take place at any time during the school year.
 - a. Except as otherwise stipulated in the Constitution, elections shall be called at the discretion of the Executive.

- b. A motion may be made at any Assembly Meeting calling for a General Meeting at which elections shall be held to fill vacancies on the Executive.
- c. The motion shall stipulate the position(s) to be filled and set a date for the General Meeting.
- d. Upon receiving a majority vote in the Assembly, the motion is binding upon the Executive.

C. Elections for Other Positions

1. Any non-Executive positions which are stipulated in the RCSTA Constitution to require an election may have the election take place at any Assembly or General Meeting.
2. Procedures for such elections, unless specifically dealt with by the Constitution, shall be determined by the Assembly Members at an Assembly Meeting or by those Association Members present at a General Meeting.

D. Removal From Office

1. A member of the RCSTA Executive may be removed from the Executive for:
 - a. behaving in a manner contrary to the STF Code of Ethics.
 - b. failing to carry out the duties of the office.
 - c. missing four (4) or more meetings of the Executive.
2. To effect removal from the Executive, the following steps are necessary:
 - a. A notice of motion shall be presented to all Executive members at least three working days prior to an Executive meeting.
 - b. At the Executive meeting, a motion to remove the Executive member must be presented and approved by eighty percent of the voting members present.
 - c. The Executive member being considered for removal shall have the right to address the Executive prior to the vote being taken.
 - d. The Executive member being considered for removal shall not take part in the vote.

ARTICLE XI - RESOLUTIONS TO STF COUNCIL

- A. Individual teachers or groups of teachers may submit resolutions directly to the STF Council Resolutions Committee.
 1. Resolutions submitted directly by individual teachers or teacher groups do not have the endorsement of the RCSTA unless and until such resolutions have been presented to and have received the approval of the Assembly.
 2. Any resolution submitted directly to the STF may still be submitted to the RCSTA Assembly for consideration.

- B. A teacher, school staff, RCSTA committee or the RCSTA Executive may submit resolutions to the RCSTA Assembly for consideration.
 - 1. Such resolutions, if supported by a majority vote of the Assembly, shall be sent to the STF Resolutions Committee in the name of the RCSTA.
 - 2. If the Assembly rejects a resolution brought before it, the person(s) who submitted the resolution retain the right to submit resolutions directly to the STF Council Resolutions Committee as outlined in STF Policy 4.3.

ARTICLE XII - AMENDMENTS TO THE CONSTITUTION

- A. Notice of any proposed amendments shall be circulated among RCSTA Members at least thirty (30) full days before a vote shall take place on such amendments.
- B. Amendments to the Constitution shall be voted upon at a General Meeting. A two-thirds majority of those present at the General Meeting shall be required for ratification of each amendment.
- C. All amendments, provisions, policies and constitutional changes shall be consistent with and based upon STF legislation, bylaws and policies.

ARTICLE XIII – DISSOLUTION OF THE RCSTA

- A. The local may be dissolved by a majority vote of the membership at a General Meeting at which one month's notice has been given advising the membership of the intention to dissolve.
- B. In the event the local is dissolved it shall be the responsibility of the Executive at the time of dissolution to dispose of the assets of the local through sale. The proceeds of the sale shall then be turned over to the STF for their use.
- C. Unless records and archival materials are required for the purposes of amalgamation or some other reconstruction of the Association, they shall become the property of the STF to do with as they see fit.