

Fort McMurray Local #48 LOCAL POLICY

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SECTION A

DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS

Executive Committee

Shall consist of President, Past President, Vice President Public, Vice President Catholic, Secretary, GETCA Liaison, Local Communications Officer, Local Political Engagement Officer, Treasurer, plus the Chair of the following committees of the Local:

1. Professional Development Committee
2. Teacher Welfare Committees– Public and Catholic
3. Diversity Equity Human Rights Committee
4. Women in Leadership Committee

Only **the President** or those authorized by Local Council or Executive Committee may represent the views of the teachers of this Local to the public or media.

Since the Executive Committee members are considered to be the senior officers of the Local, one of their major functions is to guide policy development by Local Council. Additional duties are outlined below:

1. Sit as Budget Committee
2. To deal with emergent situations which arise and report to the Local Council
3. Nominate delegates to represent the Local at conferences as authorized by the respective Committee
4. To exercise general supervision of the affairs of the Local Association
5. Sit as donations committee
6. Elected Executive officers shall hold office for a two-year term. Should they fail to attend more than two successive meetings, without showing good cause, their office shall be declared vacant by the Executive Committee or Local Council
7. Resignations should be submitted in writing to the Local
8. All communication to the members will go through the President or Communications Officer

President

Any large organization requires a chief executive officer that generally speaks for, and represents the organization. It is with the above in mind that the following list of duties and responsibilities is assigned to the President of this Local. It shall be the duty of the President to:

1. Chair all Executive Committee Meetings, Local Council and General Meetings
2. Act as public spokesperson for the Local Association

3. Co-sign all cheques not payable to the President issued by the Local Association
4. Approve all external correspondence
5. Act on behalf of the Local or send a representative to public meetings whenever there are indications that matters affecting the Local are to be discussed
6. Participate in the Induction Ceremonies of the Local
7. Participate in the Retirement/Recognition Banquet sponsored by the Local
8. Act as an Ex-Officio member of all standing and ad-hoc committees of the Local
9. Serve as one of the Local delegates to the Annual Representative Assembly
10. Attend School Board Meetings on behalf of the Local, or find an alternate Executive Committee member to attend on behalf of the Local
11. Chair the Local's Scholarship Committee
12. Fills position of Chief Executive Officer
13. When available, attends Provincial Association conferences such as Professional Development Conference, Collective Bargaining Conference, Diversity, Equity, and Human Rights Conference, Local Political Engagement Seminar, Women in Leadership Summit, etc.
14. Possess a mail key for Local's post office box
15. All communication from exec members will go through executive gmail accounts
16. Provide a written report for every council meeting
17. Provide a written year-end report at the Annual General Meeting
18. Order and pick-up food for exec meetings

Vice President Public and Vice President Catholic

It shall be the duty of the Vice Presidents to:

1. Take charge of the affairs of this Local Association in the absence of the President
2. Assist the President in the fulfillment of their duties as requested
3. Advise the President regarding constitutional and policy matters
4. Co-sign cheques issued to the Local President or Treasurer
5. Co-sign all cheques of the Local Association should the Local President or Treasurer be unavailable
6. Organize the local's Induction Ceremony as chairs of the committee
7. Organize the local's Retirement Ceremony as chairs of the committee
8. Attend the corresponding Teacher Welfare Committee meetings
9. Share the duties of attending committee meetings with the President by assuming membership of at least one committee
10. Attend corresponding school board meetings
11. Attend liaison meetings and public forums
12. All communication from exec members will go through executive gmail accounts
13. Provide a written report for every council meeting
14. Provide a written year-end report at the Annual General Meeting

Secretary

It shall be the duty of the Secretary to:

1. Keep accurate records of all proceedings of General, Local Council and Executive Committee Meetings of the Local Association
2. Bring before the Executive Committee, Local Council or General Meetings of this Local Association, all pertinent notices and communications, which are received
3. Prepare and submit to Barnett House such statements and reports as required electronically
4. Prepare and submit notice of an agenda for all General, Local Council and Executive Committee Meetings
5. Supervise and submit copies of minutes of all General and Local Council Meetings to members of the Local Council
6. Make available to members of Local Council, copies of pertinent correspondence.
7. Maintain a file of all correspondence
8. Record which staff representatives are present, absent or excused from executive and Local Council Meetings
9. Order stationary, business cards, and executive name tags
10. Create documents for CSRs to collect personal emails and maintain the member personal email list
11. All communication from exec members will go through executive gmail accounts
12. Provide a written report for every council meeting
13. Provide a written year-end report at the Annual General Meeting as well as to the one required by the Provincial Association
14. Maintain and update the Google domain
15. Organize meeting dates and send calendar invites

Treasurer

It shall be the duty of the Treasurer to:

1. Keep accurate records of all monies received and collected
2. Make the necessary disbursements of the funds of this Local Association as authorized by the budget executive or by Local Council
3. Prepare and send financial statements and reports to provincial office of The Alberta Teachers' Association
4. Prepare and track monthly expenses
5. Prepare a financial statement for Local Council Meetings in collaboration with Provincial ATA
6. Submit a draft budget for the Annual General Meeting
7. Submit a financial statement to the Annual General Meeting of the Local and present the auditor's report to Local Council as soon as it is available
8. Co-sign all cheques not payable to the Treasurer issued by the Local Association
10. All communication from exec members will go through executive gmail accounts
11. Provide a written report for every council meeting
12. Provide a written year-end report at the Annual General Meeting

Past President

It shall be the responsibility of the Past President to:

1. Act as a member of the Executive Committee
2. Advise the President on Constitution and Policy matters
3. All communication from exec members will go through executive gmail accounts
4. Provide a written report for every council meeting
5. Provide a written year-end report at the Annual General Meeting

Local Political Engagement Officer

It shall be the duty of the LPE Officer to:

1. Act as a member of the executive committee
2. Attend the Political Engagement Seminar
3. Coordinate projects associated with engaging the teachers in political issues and events which affect the education of our children and students
4. Establish relationships with local political stakeholders
5. Inform Executive and Council members of the local on political issues and concerns affecting the teaching profession
6. Organize political forums, meet and greets, and other events to engage members politically.
7. All communication from exec members will go through executive gmail accounts
8. Provide a written report for every council meeting
9. Provide a written year-end report at the Annual General Meeting

Local Communications Officer

It shall be the duty of the Local Communications Officer to:

1. Act as a member of the Executive Committee
2. Prepare electronic newsletters with input from Local members
3. Attend the Local Communications Officer Seminar
4. Assist the Local President with communication
5. Promotion of Education Week and Mental Health Week within the Local
6. Enhance the image of public education in the Fort McMurray area with members of the Local example: mental health events
7. Enhance the image of public education through social media and local advertising.
8. Engage with public relations initiatives such as Local Limelight
9. Facilitate the ordering of promotional materials such as banners, trade fair and convention swag, sweatshirts, t-shirts for the Local
10. Transportation of, set-up and take-down of convention booth at GETCA.
11. Organize and purchase swag/prizes for the Locals table at our convention; arrange transporting toiletries donated to local charity

12. Coordinate advertising on social media when deemed useful by Local at time of trustee and provincial elections, Education Week
13. Maintain and update the Local's social media accounts
14. The Local website will be updated and maintained by the webmaster at the direction of the Local Communication Officer and President
15. All communication from exec members will go through executive gmail accounts
16. Provide a written report for every council meeting
17. Provide a written year-end report at the Annual General Meeting

Greater Edmonton Teachers Convention Association (GETCA) Liaison

It shall be the duty of the GETCA Liaison to:

1. Act as a member of the Executive Committee
2. Attend convention association board meetings and attend and report to local council meetings and executive meetings

DUTIES AND RESPONSIBILITIES OF COMMITTEE CHAIRS

Teacher Welfare Chairs (Public and Catholic)

It shall be the duty of the TWC Chairs to:

1. Act as a member of the Executive Committee
2. Inform the Local of events
3. Organize and attend Bargaining Unit General Meetings
4. Organize and attend respective Forum and Liaison meetings
5. Attend Collective Bargaining Conference
6. Provide a written report for every council meeting
7. Provide a written year-end report at the Annual General Meeting

Professional Development (PD) Chair

It shall be the duty of the PD Chair to:

1. Act as a member of the Executive Committee
2. Inform the Local of events
3. Organize the planning of Institute Day
4. Organize and distribute Local 48 PD grants
5. Attend Professional Development Conference
6. Provide a written report for every council meeting
7. Provide a written year-end report at the Annual General Meeting

Diversity Equity Human Rights (DEHR) Chair

It shall be the duty of the Diversity, Equity, and Human Rights Chair to:

1. Act as a member of the Executive Committee
2. Provide professional development on diversity for members
3. Support teacher Gay- Straight -Alliance (GSA) liaisons
4. Inform the Local of events
5. Create Local initiatives around DEHR
6. Attend provincial ATA conferences related to DEHR
7. Provide a written report for every council meeting
8. Provide a written year-end report at the Annual General Meeting.

Women in Leadership Committee Chair

It shall be the duty of the Women in Leadership Committee Chair to:

1. Act as a member of the Executive Committee.
2. Provide professional development on Women in Leadership for members
3. Inform the Local of events
4. Create Local initiatives around Women in Leadership
5. Attend provincial ATA Women in Leadership Summit
8. Provide a written report for every council meeting
9. Provide a written year-end report at the Annual General Meeting.

POLICY AROUND HOLDING EXECUTIVE POSITIONS

A member of the Local shall be entitled to hold only one (1) position which is subject to election by the membership, Council of School Representatives and/or appointed by a sub-committee (Teacher Welfare Committee, Women in Leadership, Diversity Equity, Human Rights, Professional Development). Any member elected to a second such position, on the date of assuming that office, shall be required to vacate the first position within a maximum of 15 days or when a new person is found to fill the position. Should a position remain vacant for longer than 30 days, a member of the current executive can temporarily fill the position until a new representative is found. This person, however, shall only hold one vote toward motions put forth and the honorarium can be prorated for the amount of time the exec member is temporarily filling in the second role.

SECTION B - GENERAL POLICY

LOCAL ATA SCHOOL REPRESENTATIVE

The school representative is the key link between the Association and its membership, expressing the collective voice of teachers at the school level. The school representative is vital in making public education work for students and teachers.

Responsibilities of the School Representative:

1. Be conscious of your obligations under *The Code of Professional Conduct* and the obligations of those speaking to you
2. The school representative is elected by the members at their school
3. Provide a report at staff meetings that highlights matters of importance to the Local and items of interest to teachers
4. Attend Local Council Meetings
5. Post Association bulletins, conference posters, etc. in a prominent place in the worksite
6. Distribute Association materials including *The ATA News*, *The ATA Magazine*, local publications, notices of meetings, etc.
7. Encourage teachers to attend Association functions
8. Inform the Local of the concerns expressed within the school staff related to working conditions, Board policies, etc.
9. Make colleagues aware of sources of assistance that are available to them (appropriate authorized person may be a Local Association official or Provincial Association staff member)
10. Respect confidentiality
11. Resignations should be submitted in writing to the Local office
12. If unable to attend a meeting, please send an alternate staff member in your place.

LOCAL COUNCIL MEETINGS

1. Local Council will meet once each month of the school year
2. The President in consultation with the Executive Committee may:
 - i. call additional meetings as required
 - ii. cancel up to two monthly meetings per school year as appropriate.

GETCA CONVENTION POSITIONS

1. GETCA Representatives will be elected by membership
2. The GETCA Executive Liaison is elected by Council of School representatives
3. The Liaison and the GETCA reps attend convention association meetings and report to local council meetings

WEBMASTER

1. Regularly update the website in a timely manner based on information from committee chairs at exec and CSR
2. When necessary, attend provincial ATA webmaster training

INDUCTION AND RETIREMENT CELEBRATION

1. Committee will consist of Vice President Catholic, Vice President Public, President and Secretary
2. Plan both induction and retirement celebrations

SCHOLARSHIP COMMITTEE

1. The committee will be made up of Local President and at minimum 2 additional members of the Executive
2. The Local President will chair the scholarship selection meeting
3. The meeting will be held at the beginning of October, prior to Institute Day
4. Using the scholarship criteria, the number of delegates able to attend will be based on the amount approved in the budget line
5. Award recipients will be announced at Institute Day

COMPASSIONATE DONATION POLICY

Purpose: In the event that a member of the local meets hardship, Local 48 members may want to donate a portion of their membership dues to a fund to help ease the burden of the employee who has expenses that go above and beyond a member's covered benefits.

Eligibility: To be eligible to receive a compassionate donation, an employee needs to meet all of the following criteria:

1. be a current ATA member
2. Have a serious health condition, or an immediate family member with a serious health condition. May also include a natural disaster or hardship
3. A member can receive support once a year. Only one member per family can receive support

Procedure:

Individuals are to be nominated by another ATA member. If the individual decides not to accept financial support, their application will be shredded to ensure confidentiality.

The privacy of any nominees will be respected. Local 48 Executive will read the application forms, they will present a summary to Council of School Representatives without disclosing personal information. Once an application has been approved, the cheque will be sent according to the nomination form.

Amount may be adjusted depending on the situation, and will be assessed on a case by case basis.

Annual budget line will be brought forward at the Annual General Meeting. This will be a separate line from Morale.

Definitions:

Immediate Family Member: spouse, parent, same-sex domestic partner, or legal dependent child (natural, foster, adopted, legal ward or stepchild).

Compassionate Support Nomination Form

Nominator Name:

Nominator School:

Recipient Name:

Recipient School:

Nature of Need:

Where should financial support be sent?:

Signature of Nominator:

Date:

Finance:

Treasurer:

Date:

Cheque Number:

Budget Category:

TECHNOLOGY/COMPUTER POLICY

ATA Local #48 Computer System Policy The following proposal is adapted from a policy used by Red Deer Separate Local #80.

Computer systems will be made available for the positions of:

List A President, Secretary, TWC/NSC -1 per bargaining unit, Treasurer, Local Communications Officer, Webmaster

List B Vice Presidents, PD Chair, Local Political Engagement Officer, WIL Chair, DEHR Chair, GETCA Liaison

**Depending on who has the role of webmaster on executive, they will receive the List A technology rebate only, regardless of if their position is on List B.

Members in List A have the option of purchasing a computer system through the local or using their own computer system.

Members in List B will be paid a rebate for the use of their own computer system.

For a computer system purchase by the Local:

- The value of the computer system will depreciate 20% of original price per year.
- Purchasing supplies will be the responsibility of the member
- Costs of equipment repairs will be the responsibility of the local
- Cost of software repairs will be the responsibility of the member » When the position terminates or the member resigns from the position, the outgoing executive member has the first option of purchasing the computer system from the local at the pro-rated depreciated price.
- If not purchased by the outgoing executive member, the computer system will remain the property of the local and will be passed on to the new executive member or be put out to the local in a blind auction.

It is the responsibility of the member filling the position to comparison shop and to present the motion to purchase to council. Motion to purchase must be presented to council with a minimum of 2 (two) written estimates. Rebate for the use of a Member's computer system:

- Association business should not be conducted using a computer system provided by the school district.
- An executive member from the List A above, using their own computer system will be paid a rebate of \$30.00/month. An executive member from List B above, using their own computer system will be paid a rebate of \$15.00/month.
- Purchasing of supplies and cost of repairs will be the responsibility of the member
- Rebates will be paid by the end of June.

It is the responsibility of the member to ensure that all personal information in the custody and under the control of council is protected through:

1. password protecting all data devices including laptops, desktops, blackberries, personal organizers and portable drives such as memory sticks;
2. Installing data encryption software on all portable devices; and
3. eradicating all data on all computers (laptop or desktop) sold by your council prior to delivery

A Note on Data-eradication

Hitting the “delete” key only removes shortcuts to data making it invisible to the user but leaving it intact on the hard drive. Unauthorized users can recover deleted data very easily with readily available and inexpensive software. Once the data is recovered it can be exploited.

When - repurposing a computer for any reason, you must first securely eradicate the hard drive data using disk overwriting (disk-wiping) software through a reputable computer service provider. Record of the disk-wiping service must be secured from the service provider and retained. Reformatting is not enough. Reformatting a hard drive will destroy the data structure and complicate the recovery process. Nevertheless, recovery of the original data on a reformatted drive is still possible to an increasing set of tech savvy thieves who employ very sophisticated recovery software or by sending the drive to a computer forensics recovery firm.

If all members of the executive chose to receive a rebate for using their own computer system, this proposal would result in a cost of \$2880 annually to the local.

SECTION C - LOCAL ECONOMIC AND ACCOUNTING POLICY

EXPENSES

1. Only receipted expenses are reimbursed-all mileage totals will be based on approved kilometer chart (see Appendix A)
2. All ATA travel expenses will be reimbursed as per the Local 48 executive approved expense claim forms (See Appendix B).
3. All ATA Summer conference expenses will be reimbursed as per the Local 48 executive approved expense claim forms (See Appendix B).
4. Stale-dated cheques are not re-issued.
5. If a cheque is lost, re-issue occurs after the cheque is verified as not cashed and after cancellation of the cheque.
6. Expenses must be claimed in the fiscal year that they occur notwithstanding 9.
7. Conference expenses must be submitted within three months from the date of the conference.
8. Expenses must be submitted within 15 days after the fiscal year end, notwithstanding 9.
9. The Local's treasurer will submit Grant in Aid forms.
10. Maximum of 15% gratuity will be paid for meal expenses above the allotted maximums
11. An annual contribution will be made to the ATA Educational Trust Fund at a rate of \$850, or \$1.00/ATA member, whichever is greater. The Treasurer and two vice presidents of the Executive will mediate any dispute regarding expense claims.

HONORARIUMS

Honorariums for Local positions

President	\$1800
Treasurer	\$1800
Vice-Presidents (2)	\$900 each
Past President	\$900
Secretary	\$900
PD Chair	\$900.
TWC Chairs (2)	\$900 each
NSC Chairs (2)	\$400 each
NSC Secretaries (2)	\$400 each
Political Engagement Officer	\$900
Communication Officer	\$900
Women in Leadership Chair	\$900
GETCA Liaison	\$900
DEHR Chair	\$900

ACKNOWLEDGMENT FOR SERVICE OF EXECUTIVE MEMBERS:

That the Local give \$25 per year of service if and when an executive member resigns their position up to a maximum of \$250

REPORTING

1. Balance Sheet, Profit and Loss, and Detailed Profit and Loss to be reported at each Local council meeting, plus any additional revenues and expenses not listed in these statements
2. A proposed budget must be constructed each fiscal year by the May executive meeting
3. The proposed budget should be presented to the Local for review and approval by the Annual General Meeting, or if quorum wasn't met, at the first Council of School Representatives in September
4. The Audit must be presented to the ATA by October 15th
5. The Audit of the Local's accounts should be presented to the Local for review and approval by the first meeting after October 15th
6. The Audit will be made available to the Annual General meeting

ACCOUNTING

1. Computerized records with detailed accounts of revenue and expenditures will be maintained for at least a seven-year period
2. Accounts will be administered on an accrual basis
3. The fiscal year will run from July 1st to June 30th
4. Hard copies of all claims, receipts of expenses/revenues will be sent to the Finance Department at Barnett House
5. Cheques will be disbursed twice a month
6. Any concerns regarding finances and accounting procedures will be brought to the attention of the Local in a timely manner
7. The treasurer will maintain detailed records of all capital assets, i.e. equipment, computer hardware and software
8. General operating funds must be maintained at an amount greater than the most recent month's Rebate to the Local
9. The Local shall not operate with general operating funds in excess of approximately five rebate cheques

APPEALS AND RECINDMENTS

Notwithstanding any regulations contained in this Local Economic and Accounting Policy (LEAP) a temporary suspension of that regulation may be authorized by the Local with a two-thirds majority approval by members of Local council.

LINKS TO ALL EXPENSE FORMS AND KILOMETERAGE CHART

- [General Expense](#)
- [Travel Expense](#)
- [Summer Conference](#)
- [Annual Representative Assembly \(ARA\)](#)
- [Beginning Teachers' Conference](#)
- [PD Grant Expense](#)

Appendix A

Kilometrage Chart (approved by the Provincial ATA)

Roundtrip from Fort McMurray:

Banff - 1710 km

Calgary - 1478km

Edmonton - 868km

SECTION D - COMMITTEE FRAME OF REFERENCES

PROFESSIONAL DEVELOPMENT FRAME OF REFERENCE

1. Name
The name of this committee shall be the Professional Development Committee of the Fort McMurrayATA Local 48
2. Objectives
The professional development committee shall assume general responsibility for professional development activities undertaken in the jurisdiction. These activities will be undertaken in accordance with the professional development policies of the provincial Association (attached), Local 48, and the ATA constitution
3. Duties and Responsibilities
 - a. In general:
 - i. The professional development committee will endeavour to build linkages between the various professional development opportunities for teachers—school-based, local institutes, conventions, in-service, specialist councils, etc.
 - ii. The professional development committee will generally exercise leadership in matters pertaining to professional development activities undertaken by the local
 - iii. The professional development committee is responsible to the local for a yearly financial statement and for a written annual report of its activities
 - b. In particular, the professional development committee has the following duties:
 - i. To seek input and feedback from teachers and/or school staffs in regard to professional development needs and how these needs can best be met
 - ii. To disseminate information about professional development activities
 - iii. To establish procedures for the consideration of funding applications for conferences, school and school-system professional development activities
 - iv. To consult with professional development staff officers, district representatives, consultants (as assigned) and members of the local
 - v. To attend, if possible, Professional Development Conferences and the PD Course at Summer Conference
 - vi. To coordinate and develop local responses to professional development issues
 - vii. To ensure that appropriate payments are made for all Professional Development activities
 - viii. To provide expertise and financial assistance, where possible, to school staffs and other teacher groups in the area of professional development
 - ix. To develop and maintain a budget
 - x. To keep a record of the minutes of the meetings

- xi. To establish operational policy and procedures for any subcommittee that may be formed for the professional development committee
 - xii. To recommend, where appropriate, changes in the policies of the school jurisdiction, collective agreement and/or the constitution of the local teachers' association which have an impact on the mandate of the professional development committee
4. Membership
- a. The professional development committee shall consist of the following voting members:
 - i. Chair
 - ii. 1 member of the Local's Executive
 - iii. Ensure there are representatives from both Public and Catholic divisions
 - iv. A district representative and those staff officers and consultants who may attend professional development meetings from time to time shall be non-voting members of the professional development committee
 - v. The president of the local or designate acting in an ex-officio capacity shall also be a member of the professional development committee
 - b. The members of the professional development committee are expected to:
 - i. attend all meetings of the professional development committee and if unable to attend, to ensure that a substitute representative is present or inform the Chair of the member's absence
 - ii. be prepared to serve on a subcommittee of the professional development committee
5. Officers
- a. The Chair of the professional development committee will be elected from and by the teacher members of the committee
 - b. The Chair of the professional development committee is expected to:
 - i. prepare and circulate an agenda for each meeting
 - ii. chair professional development committee meetings
 - iii. represent the professional development committee in its relationship with the general membership
 - iv. provide leadership on planning, implementation and evaluation of professional development programs
 - v. attend local council meetings as required by the local constitution
 - vi. ensure that all records be passed on to future chairs
 - vii. attend Professional Development Conference (PDC) called by the region
 - viii. review the PD Guidelines with new committee members early in the year
 - ix. act as a member of the Executive Committee
 - x. submit an annual report to the local
 - xi. assist each other in the discharge of duties
 - xii. distribute the minutes to committee members
6. Term of Office
- The Professional Development Chair is elected by committee members for a 2-year term. Committee obligations commence right after Institute Day at the end of the term
7. Emergency Replacements

Vacancies in any office or subcommittee may be filled at the next properly called meeting of the professional development committee

8. Meetings of the Professional Development Committee
 - a. The professional development committee shall meet once per month, or when deemed necessary
 - b. Notice of intent to hold a meeting shall be given to members as soon as possible
 - c. It is the duty of each elected member of the professional development committee to attend meetings for the purposes of reporting and communicating
 - d. Meeting locations will be determined by the Chair and communicated to committee members as soon as possible
 - e. The proceedings of all meetings shall be regulated by the official rules of procedure as published in the ATA Members' Handbook
9. Finances
 - a. The professional development committee will be funded annually by the local
 - b. The professional development committee will reimburse members and disburse funds on the basis of the attached schedule
10. Amendments to this Frame of Reference

Amendments to this frame of reference shall be made in accordance with the following procedure:

 - a. Notice of motion of intent to amend shall be given at a preceding professional development committee meeting
 - b. Except where time is of the essence, the text of proposed amendments shall be made available in writing to the members prior to the meeting
 - c. The amendment shall be approved by a two-thirds vote of the professional development committee members
 - d. The amendment shall be approved by the majority of teachers of the local council at a properly called meeting

NOTE

Where there is a need to spell out in detail a set of rules, regulations or procedures, as per local constitution, these should be set up as schedules and appended to this frame of reference and approved by Local Council. This may include guidelines for a range of practices including:

- a. application procedures and timelines
- b. reimbursement regulations
- c. reporting practices
- d. distribution of professional development funds
- e. honoraria payments
- f. others

TEACHER WELFARE COMMITTEE - PUBLIC

The following is the Frame of Reference as approved by The Alberta Teachers' Association,
TEACHER WELFARE PUBLIC– FRAME OF REFERENCE

1. Preamble

This committee shall be called the Teacher Welfare Committee hereafter referred to as the TWC. It shall prepare for and oversee negotiations and oversee the enforcement of the collective agreement on behalf of the teachers employed by the Fort McMurray School Division.

2. Duties and Responsibilities

The TWC shall exist for the following reasons:

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

3. Membership

The TWC shall consist of:

- 3.1 Each school shall have one representative per 20 teachers or major portion thereof with at least one representative from each school. Members of the bargaining unit shall be elected by the bargaining unit pursuant to this Frame of Reference and be the voting members of the TWC.
- 3.2 The district representative and those staff officers assigned from time to time to the TWC by the Alberta Teachers' Association. They shall be non-voting members of the TWC.
- 3.3 The president of the Local or appointee acting in an ex officio capacity.

4. Election and Term of Office of TWC

- 4.1 All TWC members, officers and committees are deemed to be elected for the longer of one year or for the term necessary to plan and execute business related to a given collective agreement.
- 4.2 Members of the TWC shall be elected on the basis of a system having due regard for the principle

of representation by population:

- one from each school of 20 teachers or less and two from schools of 20 teachers or more
- one who holds the designation of administrator
- one who is a substitute teacher.

5. Executive of the TWC

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

6. Duties

6.1 The officers elected from and by the voting members of the TWC shall:

6.1.1 chair—conduct TWC meetings, represent the TWC in its relationship with the general membership, attend Local council meetings and make such reports as required by the Local constitution.

TWC Frame of Reference—Fort McMurray School Division, p 3

6.1.2 vicechair—act on behalf of the chair in their absence.

6.1.3 secretary—keep an accurate record of all TWC meetings and perform such other internal communications functions as may be assigned from time to time.

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

6.3 Absence from three consecutive meetings without reasonable cause or consent may result in that position being declared vacant by a motion of the TWC. The member shall be informed of the committee's decision by the chair.

6.4 A chair shall act only with the consent of a majority of the committee or subcommittee.

7. Committees

7.1 Negotiation Subcommittee (NSC)—the NSC shall consist of three voting members and one nonvoting alternate elected from and by the voting members of the TWC. These members shall, with the RBA, engage in local collective bargaining with authorized representatives of the Board. The NSC shall select, from its members, an NSC Chair.

7.1.1 Notwithstanding 7.1, and wherever possible, given their role as the spokesperson for the local during negotiations and disputes, the local president should not be a member of the NSC.

7.2 The TWC may appoint such other subcommittees as deemed necessary.

8. Term of Office

All TWC members, officers and committees are deemed to be elected for the longer of one year or for the term necessary to plan and execute business related to the concluding of a given collective agreement as soon as possible after collective agreement is signed, but no later than the end of that year.

9. Emergency Replacements

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

10. Meetings of the TWC

10.1 Meetings shall be called by the chair of the TWC on the chair's initiative or at the request of:

10.1.1 a majority of the TWC executive,

10.1.2 a majority of voting members on the TWC,

10.1.3 the chair of the NSC

10.1.4 the president of the Local, or

10.1.5 the RBA,

10.2 Meetings of the bargaining unit shall be called by the president of the Local on the president's initiative or at the request of the chair of the TWC on the chair's initiative or at the request of:

10.2.1 a majority of the TWC executive

10.2.2 a majority of voting members on the TWC

10.2.3 the chair of the NSC

10.2.4 the RBA or

10.2.5 more teachers representing at least 10 percent of the membership.

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

11. Quorum

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

12. Rules of Procedure

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

13. Finances

The TWC shall prepare and submit to the Local an annual budget.

14. Preparation Procedure

14.1 The TWC shall request and consider suggested local amendments to the collective agreement from the membership of the bargaining unit, members of the TWC and Teacher Employment Services Staff.

14.1.1 In addition, the TWC may propose suggested local amendments to the members of the bargaining unit.

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

14.3 Subsequent to the procedures outlined above, the TWC shall prepare a final initial proposal for transmission to Teacher Employment Services of The Alberta Teachers' Association accompanied by a request for the Association to serve notice to commence bargaining on the Board. The TWC shall provide members of the bargaining unit with a copy of the initial proposal.

14.4 TWC shall assist central bargaining by collecting data, providing feedback and evaluating process and results.

15. Negotiating a Local Agreement

15.1 The NSC shall work toward a settlement governed by one of the following procedures:

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

- 15.1.2 they may bring a Board offer to teachers, or
15.1.3 they may report back to meetings of the teachers when they are of the opinion that further negotiations are not likely to be productive and may request further instructions.

16. Ratification of the Local Memorandum of Agreement

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

16.2 Members shall register upon entry to the assembly.

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

AGENDA

1. Call to Order

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

2. History of Negotiations

3. Presentation of the Issue (ie, Board offer, memorandum etc)

4. Question Period for Clarification – no debate

5. Explanation of Future Procedures (if applicable)

6. Motion on the Issue (eg, motion to accept memorandum of agreement)

7. Recommendations to Membership from TWC, NSC, etc

8. Debate on Motion

9. Vote (by secret ballot – the ballots and ballot boxes are made available at this point and only one ballot shall be accepted from each voter)

10. Other Business (if votes on other issues are required, the procedures used shall be in accordance with the agenda items above).

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

17. Amendments to this Frame of Reference

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

17.1.1 amendments may be initiated by the TWC. Such amendments require:

17.1.1.1 that notice of motion to amend be given at a preceding TWC meeting,

17.1.1.2 approval by a majority of the TWC members,

17.1.1.3 consultation with the Local executive, and

17.1.1.4 approval by a majority of the members of the Local Council.

17.2 Amendments may be initiated by the Local Council. Such amendments require:

17.2.1 that notice of motion of intent to amend be given at a preceding meeting of Local Council

17.2.2 consultation with the TWC prior to a vote being taken

17.2.3 approval by a majority of the members of the Local Council.

18. Provincial Association Intervention

18.1 In this section,

18.1.1 investigated officer means an officer of the Teacher Welfare Committee whose conduct is under investigation pursuant to subsection (2);

18.1.2 investigator is the individual appointed by the table officers pursuant to subsection (2);

18.1.3 officer means the chair, vice-chair or secretary of a Teacher Welfare Committee or any other person appointed or elected to a Teacher Welfare Committee or a subcommittee thereof;

18.1.4 Provincial Executive Council means the executive council as defined in section 11 of the Teaching Profession Act;

18.1.5 table officers means the Association's officers as defined in Bylaw 35;

18.1.6 executive secretary means the chief executive officer of the Association or a person designated by the executive secretary; and

18.1.7 staff officer means a member of executive staff designated by the executive secretary.

18.2 Suspension or removal from office of officers

18.2.1 Where the table officers have or receive information which leads them to believe that an officer

18.2.1.1. has neglected his or her duties to the extent that the proper operation of the Teacher Welfare Committee is being negatively affected,

18.2.1.2 is mentally incapacitated,

18.2.1.3 is engaging in corrupt practices,

18.2.1.4 is engaging in financial malpractice or

18.2.1.5 has undertaken activities inconsistent with the principles and policies of the Alberta Teachers' Association, the table officers may initiate an investigation into the conduct of the Teacher Welfare Committee officer by appointing an individual to conduct an investigation and to provide a written report to the table officers within a specified time with respect to the results of the investigation.

18.3 In the course of the intervention under section 18, an investigated officer is entitled to have access to a staff officer for advice.

18.4 The table officers may, taking into account the nature of the alleged conduct and the urgency of the matter in question and any submission from the investigated officer, suspend an investigated officer from office pending the completion of the investigation and may terminate the suspension at any time if the table officers conclude that the suspension is no longer warranted.

18.5 The table officers may appoint another individual to assume the duties of the investigated officer during the period of the suspension.

18.6 The investigated officer may appeal a suspension from office under subsection

18.4 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.

18.7 If an investigated officer appeals his or her suspension, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.

18.8 During the investigation the investigated officer shall be provided with an opportunity to provide a response to the investigator with respect to the concerns about the investigated officer's conduct.

18.9 An investigated officer may, in the course of the investigation, submit his or her resignation to the executive secretary.

18.10 Where an investigated officer resigns in accordance with subsection (9), the investigation shall be continued with the cooperation of the investigated officer, and the resignation does not extinguish any liability that the investigated local officer may have with respect to acts which occurred during the

period the office was held.

18.11 The investigated officer has a duty to cooperate during the investigation and the investigator may direct the investigated officer or any other member of the Alberta Teachers' Association to

18.11.1 answer any inquiries the investigator may have relating to the investigation;

18.11.2 produce any records or other property in the investigated officer's possession or under his or her control that are or may be related in any way to the investigation;

18.11.3 give up possession of any record for the purpose of allowing the investigator to make a copy and return the records within a reasonable time of receiving the records; and

18.11.4 attend before the investigator for the purpose of complying with 18.11.1,

18.11.2 or 18.11.3 of this subsection.

18.12 In the event that the investigated officer fails or refuses to cooperate with the investigator, the failure to do so shall be noted by the investigator in his or her report to the table officers.

18.13 Upon completion of the investigation, the investigator shall submit a written report to the table officers and a copy of the written report shall be provided to the investigated officer.

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

18.14.1 remove the investigated officer from office;

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

18.14.3 if the investigated officer was suspended during the investigation, reinstate the investigated officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances; and shall advise the investigated officer and Provincial Executive Council of their decision.

18.15 If the table officers remove the investigated officer from office, then the table officers may appoint another individual to assume the duties of the investigated officer until a new officer is elected or appointed to the position in accordance with this frame of reference.

18.16 The investigated officer may appeal the decision of the table officers under subsection 18.14 by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.

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

18.18 In an appeal under subsection 18.7 or 18.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.

18.19 Official Trustee

Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the Teacher Welfare Committee, subject to any terms and conditions the Provincial Executive Council considers necessary:

18.19.1 when the Teacher Welfare Committee fails to comply with the requirements of section 2;

18.19.2 when the Teacher Welfare Committee fails to comply with the requirements of section 13;

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

18.20 The Teacher Welfare Committee may appeal the appointment of an official trustee to a representative assembly.

18.21 An official trustee appointed under subsection 18.19 has the powers and duties conferred by the General Bylaws on a Teacher Welfare Committee and conferred by this frame of reference.

18.22 On appointment of an official trustee to the Teacher Welfare Committee, the officers of the

Teacher Welfare Committee cease to hold office as officers of the Teacher Welfare Committee.

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

19. Effective Period

This Frame of Reference will be in place except during instances in local bargaining where the RBA assumes control of all procedures in consultation with the officials of the bargaining unit.

2022 01 11

[Ratified by TWC, 2011 02 08; Local Executive, 2011 03 09; Local Council, 2011 03 30]

[Ratified by Provincial Executive Council (PEC), 2011 06 16–17]; [Name change only 2017 03 09]

[Amended and ratified by PEC 2018 01]; [Amended and ratified by Local Council, 2021 11 17; TOC 2022 01 06]

TEACHER WELFARE COMMITTEE - Catholic

Fort McMurray Roman Catholic Separate School District No 32

1. Preamble

This committee shall be called the Fort McMurray Catholic Teacher Welfare Committee, hereafter referred to as the TWC. It shall prepare for and oversee negotiations and oversee the enforcement of the collective agreement on behalf of the teachers who are employed by Fort McMurray Catholic Board of Education.

2. Duties and Responsibilities

The TWC shall exist for the following reasons:

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

2.10 To cooperate with the Representative of the Bargaining Agent (RBA) during the bargaining.

3. Membership

The TWC shall consist of:

3.1 Members of the bargaining unit elected as follows:

A maximum of:

- two from each elementary school,
- four from each high school,
- two from teachers on call,
- two from all certificated District Staff,

of which the voting members shall be as follows: one from each elementary school, two from each high school, one from teachers on call and one from all certificated District Staff.

3.2 The district representative and those staff officers and consultants assigned from time to time to the TWC by the Alberta Teachers' Association. They shall be non voting members of the TWC.

3.3 The president of the Local or appointee acting in an ex officio capacity.

4. Election of TWC

4.1 Members of the TWC shall be elected on the basis of a system having due regard for the principle of due regard for the principle of representation by population. Representatives will be decided by a secret ballot at their school, if necessary.

5. Executive

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

6. Duties

6.1 The officers, elected from and by voting members of the TWC shall:

- 6.1.1 chair – chair TWC meetings, represent the TWC in its relationship with the general membership, attend Local Council meetings as required by the Local constitution and request the calling of bargaining unit meetings by the Local president.
- 6.1.2 vice-chair – act on behalf of the chair in his/her absence.
- 6.1.3 secretary – keep an accurate record of all TWC meetings and perform such other

internal communications functions as may be assigned from time to time.

- 6.2 The elected members of the TWC shall attend all TWC meetings and such other meetings as required by the Local association for purposes of reporting and communicating.
- 6.3 Absence from three consecutive meetings without reasonable cause or consent will result in that position being declared vacation by a motion of the TWC. The member shall be informed of the committee's decision by the chair.
- 6.4 A chair shall act only with the consent of a majority of the committee or subcommittee.

7. Committees

- 7.1 Negotiating Subcommittee (NSC) – The NSC shall consist of four voting members elected from and by the voting members of the TWC. These members shall engage in collective bargaining with authorized representatives of the Board. The NSC shall select, from its members, an NSC chair.
- 7.2 Interpretations Committee
 - 7.2.1 the Interpretations Committee shall consist of two (2) voting members elected from and by the voting members of the TWC.
 - 7.2.2 the Interpretations Committee shall select from among its members an Interpretations Committee chair.
 - 7.2.3 the duties of the Interpretations Committee shall be to:
 - 7.2.3.1 represent teachers on the Interpretations Committee established by the collective agreement – one of these members shall be from the NSC,
 - 7.2.3.2 review applicable precedent cases,
 - 7.2.3.3 consult with Teacher Welfare staff officers regarding disposition of each grievance.
- 7.3 The TWC may appoint such other subcommittees as deemed necessary.

8. Term of Office

All TWC members, officers and committees are deemed to be elected for the longer of one year or for the term necessary to plan and execute business related to the concluding of a given collective agreement. Elections of new members shall be called within sixty (60) school days of ratification of a collective agreement.

9. Emergency Replacements

Vacancies in any office or subcommittee shall be filled at the next properly called

meeting of the TWC.

10. Meetings of the TWC or Bargaining Unit

- 10.1 Meetings of the TWC shall be called by the chair of the TWC on the chair's initiative or at the request of:
 - 10.1.1 a majority of the TWC executive,
 - 10.1.2 a majority of voting members of the TWC,
 - 10.1.3 the chair of the NSC,
 - 10.1.4 the president of the Local, or
 - 10.1.5 the Representative of the Bargaining Agent (RBA).
- 10.2 Meetings of the bargaining unit shall be called by the president of the Local on the president's initiative or at the request of the chair of the TWC on the chair's initiative or at the request of:
 - 10.2.1 a majority of the TWC executive,
 - 10.2.2 a majority of voting members on the TWC,
 - 10.2.3 the chair of the NSC,
 - 10.2.4 the Representative of the Bargaining Agent (RBA), or
 - 10.2.5 twenty-five or more teachers representing at least 10 percent of the membership.
- 10.3 Notice of intent to hold a meeting shall be given to members as soon as possible.

11. Quorum

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

12. Rules of Procedure

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

13. Finances

The TWC shall prepare and submit to the Local an annual budget.

14. Preparation Procedure

- 14.1 The TWC shall request and consider suggested amendments to the collective agreement from the membership of the bargaining unit, members of the TWC and Barnett House.
 - 13.1.1 in addition, the TWC may propose suggested amendments to the members of the bargaining unit.

- 14.2 A draft initial proposal of amendments shall be prepared and submitted to the members of the bargaining unit for discussion, amendment and approval
- 14.3 Subsequent to the procedures outlined above, the TWC shall prepare a final initial proposal for transmission to the Board and provide members of the bargaining unit with a copy.

15. Negotiating an Agreement

- 15.1 The NSC shall work toward a settlement utilizing the following processes:
- 15.1.1 they may sign a memorandum of agreement when, in their opinion, the conclusion of such a memorandum of agreement is warranted, or
- 15.1.2 they may bring a Board offer to teachers, or
- 15.1.3 they may report back to meetings of the teachers when they are of the opinion that further negotiations are not likely to be productive and may request further instructions.

16. Ratification of the Collective Agreement

- 16.1 A local memorandum of 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.
- 16.2 Members shall register upon entry to the assembly.
- 16.3 Ratification votes shall be conducted consistent with the following agenda:

AGENDA

1. Call to Order
 - declaration of closed meeting of the bargaining unit
 - introductions
 - explanation of procedures to be used during meeting (voting and other)
2. History of Negotiations
3. Presentation of the Issue (eg Board offer, memorandum, etc)
4. Question Period for Clarification – no debate
5. Explanation of Future Procedures (if applicable eg, a request for a Representative of the Bargaining Unit)
6. Motion on the Issue (eg motion to accept Memorandum of Agreement, print motion on agenda)
7. Recommendations to Membership (from TWC, NSC, etc)
8. Debate on Motion
9. Vote by secret ballot (the ballots and ballot boxes are made available at this point and only one ballot shall be accepted from each voter)

10. Other Business (if votes on other issues are required, the procedures used shall be in accordance with items 3 to 9 above)

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

17. Amendments to this Frame of Reference

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

17.1 Amendments may be initiated by the TWC. Such amendments require:

- 17.1.1 that notice of motion of intent to amend be given at a preceding TWC meeting,
- 17.1.2 approval by a majority of the TWC members,
- 17.1.3 consultation with the Local Council,
- 17.1.4 approval by a majority of members present at a properly called meeting of the bargaining unit.

17.2 Amendments may be initiated by the Local Council. Such amendments require:

- 17.2.1 that notice of motion of intent to amend is given at a preceding meeting of Local Council,
- 17.2.2 consultation with the applicable TWC prior to a vote being taken,
- 17.2.3 approval by a majority of the members present of a properly called Local Council.

18. Provincial Association Intervention

18.1 In this section,

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

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

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

- 18.11 The investigated officer has a duty to cooperate during the investigation and the investigator may direct the investigated officer or any other member of the Alberta Teachers' Association to
 - 18.11.1 answer any inquiries the investigator may have relating to the investigation;
 - 18.11.2 produce any records or other property in the investigated officer's possession or under his or her control that are or may be related in any way to the investigation;
 - 18.11.3 give up possession of any record for the purpose of allowing the investigator to make a copy and return the records within a reasonable time of receiving the records; and
 - 18.11.4 attend before the investigator for the purpose of complying with 18.11.1, 18.11.2 or 18.11.3 of this subsection.
- 18.12 In the event that the investigated officer fails or refuses to cooperate with the investigator, the failure to do so shall be noted by the investigator in his or her report to the table officers.
- 18.13 Upon completion of the investigation, the investigator shall submit a written report to the table officers and a copy of the written report shall be provided to the investigated officer.
- 18.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:
 - 18.14.1 remove the investigated officer from office;
 - 18.14.2 restrict the investigated officer's eligibility for office in the future;
 - 18.14.3 if the investigated officer was suspended during the investigation, reinstate the investigated officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances; and shall advise the investigated officer and Provincial Executive Council of their decision.
- 18.15 If the table officers remove the investigated officer from office, then the table officers may appoint another individual to assume the duties of the investigated officer until a new officer is elected or appointed to the position in accordance with this frame of reference.
- 18.16 The investigated officer may appeal the decision of the table officers under subsection 18.14 by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.
- 18.17 If an investigated officer appeals the decision of the table officers, Provincial Executive Council shall, as soon as practicable, consider 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.

- 18.18 In an appeal under subsection 18.7 or 18.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.
- 18.19 Official Trustee
Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the TWC, subject to any terms and conditions the Provincial Executive Council considers necessary:
- 18.19.1 when the TWC fails to comply with the requirements of section 2;
 - 18.19.2 when the TWC fails to comply with the requirements of section 12;
 - 18.19.3 when the Provincial Executive Council considers it in the interests of the Association to do so.
- 18.20 The TW committee may appeal the appointment of an official trustee to a representative assembly.
- 18.21 An official trustee appointed under subsection 18.19 has the powers and duties conferred by the General Bylaws on an TWC and conferred by this frame of reference;
- 18.22 On appointment of an official trustee to the TWC, the officers of the TWC cease to hold office as officers of the TWC.
- 18.23 An official trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.

19. Effective Period

This Frame of Reference shall be in place except during instances in local bargaining where the RBA assumes control of all procedures in consultation with the officials of the bargaining unit.

[Ratified by membership 2004 06 08]

[Ratified by Provincial Executive Council 2005 04 07–08]

[Amended and ratified by PEC 2007 09 21]

[Amended and ratified by TWC 2015 04 23; Local Council 2015 05 06; PEC 2015 06 12]

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WOMEN IN (EDUCATIONAL) LEADERSHIP COMMITTEE—

FRAME OF REFERENCE

Name of Local

1. Preamble

This committee shall be called the (NAME OF LOCAL) Women in (Educational) Leadership committee, hereafter referred to as the WIL committee (or WIEL committee). It shall work to advance the interests of women in leadership within the Alberta Teachers Association (the Association) and or / the school division on behalf of the teachers who are members of the (NAME OF LOCAL).

2. Duties and Responsibilities

The WIL committee shall exist for the following reasons:

- 2.1 To review Local Association structures and practices to identify opportunities to promote and enhance gender equality and women's participation in all aspects of a member's employment and Association life.
- 2.2 To study, monitor and advise Local Council on matters affecting women in/into leadership within public education in Alberta and make recommendations for coordinating the work of the Association related to women in/into leadership.
- 2.3 To review annually relevant Local Association policy and to submit recommendations to the Local Resolutions Committee, as appropriate; to recommend to Local Council on new policy, as required.
- 2.4 To undertake research within budgetary limits.
- 2.5 To constitute subcommittees as needed for the purpose of carrying out its mandate.
- 2.6 To prepare and submit directly to the Resolutions Committee any reports on relevant resolutions referred to Council by the Annual Representative Assembly.
- 2.7 To provide opportunities for networking and support for women in leadership.
- 2.8 To cooperate with the Provincial Women in Leadership committee to advance the cause of and information about women in educational leadership.

3. Membership

The WIL committee shall consist of:

- 3.1 *[Seven to eleven preferred]* members of the Local elected by the Local pursuant to this Frame of Reference. They shall be the voting members of the WIL committee.
- 3.2 The district representative(s). They shall be non-voting members of the WIL committee.
- 3.3 The president of the Local or appointee acting in an ex officio capacity.

4. Election of WIL committee

- 4.1 Members of the WIL committee shall be elected on the basis of a system having due regard for the principle of representation by grade levels, school size, school / system leadership experiences, and Association leadership experiences. The optimal size of group for this committee is seven to nine committee members but locals are not restricted in this regard.

5. Executive

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

6. Duties

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

7. Term of Office

All WIL committee members, officers and committees are deemed to be elected for a term of _____ year(s). *If the local supports term limits –these would be inserted here*

8. Emergency Replacements

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

9. Meetings of the WIL committee

9.1 Meetings of the WIL committee shall be called by the chair of the WIL committee on the chair's initiative or at the request of:

9.1.1 a majority of the WIL executive

9.1.2 a majority of voting members of the WIL committee or

9.1.3 the president of the Local

10. Quorum

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

11. Rules of Procedure

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

12. Finances

The WIL committee shall prepare and submit to the Local an annual budget.

13. Amendments to this Frame of Reference

13.1 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:

13.1.1 amendments may be initiated by the WIL committee. Such amendments require:

- 13.1.1.1 that notice of motion to amend be given at a preceding WIL committee meeting,
- 13.1.1.2 approval by a majority of the WIL committee members,
- 13.1.1.3 consultation with the Local executive, and
- 13.1.1.4 approval by a majority of the members of the Local Council.

13.2 Amendments may be initiated by the Local Council. Such amendments require:

- 13.2.1 that notice of motion of intent to amend be given at a preceding meeting of Local Council
- 13.2.2 consultation with the WIL committee prior to a vote being taken
- 13.2.3 approval by a majority of the members of the Local Council

14. Provincial Association Intervention

14.1 In this section,

- 14.1.1 *investigated officer* means an officer of the WIL committee whose conduct is under investigation pursuant to subsection (2);0
- 14.1.2 *investigator* is the individual appointed by the table officers pursuant to subsection (2);
- 14.1.3 *officer* means the chair, vice-chair or secretary of a Wil committee or any other person appointed or elected to a WIL committee thereof;
- 14.1.4 *Provincial Executive Council* means the executive council as defined in section 11 of the *Teaching Profession Act*;
- 14.1.5 *table officers* means the Association's officers as defined in Bylaw 35;
- 14.1.6 *executive secretary* means the chief executive officer of the Association or a person designated by the executive secretary; and
- 14.1.7 *staff officer* means a member of executive staff designated by the executive secretary.

14.2 Suspension or removal from office of officers

- 14.2.1 Where the table officers have or receive information which leads them to believe that an officer:
 - 14.2.1.1 has neglected his or her duties to the extent that the proper operation of the WIL committee is being negatively affected,
 - 14.2.1.2 is mentally incapacitated,
 - 14.2.1.3 is engaging in corrupt practices,
 - 14.2.1.4 is engaging in financial malpractice or
 - 14.2.1.5 has undertaken activities inconsistent with the principles and policies of the Alberta Teachers' Association, the table officers may initiate an investigation into the conduct of the WIL 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.

14.3 In the course of the intervention under section 18, an investigated officer is entitled to have access to a staff officer for advice.

- 14.4 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.
- 14.5 The table officers may appoint another individual to assume the duties of the investigated officer during the period of the suspension.
- 14.6 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.
- 14.7 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.
- 14.8 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.
- 14.9 An investigated officer may, in the course of the investigation, submit his or her resignation to the executive secretary.
- 14.10 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.
- 14.11 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
- 14.11.1 answer any inquiries the investigator may have relating to the investigation;
 - 14.11.2 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;
 - 14.11.3 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
 - 14.11.4 attend before the investigator for the purpose of complying with 18.11.1, 14.11.2 or 14.11.3 of this subsection.
- 14.12 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.
- 14.13 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.

- 14.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:
- 14.14.1 remove the investigated officer from office;
 - 14.14.2 restrict the investigated officer's eligibility for office in the future;
 - 14.14.3 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.
- 14.15 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.
- 14.16 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.
- 14.17 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.
- 14.18 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.
- 14.19 Official Trustee
Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the WIL committee, subject to any terms and conditions the Provincial Executive Council considers necessary:
- 18.19.1 when the WIL committee fails to comply with the requirements of section 2;
 - 18.19.2 when the WIL committee fails to comply with the requirements of section 13;
 - 18.19.3 when the Provincial Executive Council considers it in the interests of the Association to do so.
- 14.20 The WIL committee may appeal the appointment of an official trustee to a representative assembly.
- 14.21 An official trustee appointed under subsection 18.19 has the powers and duties conferred by the General Bylaws on a WIL committee and conferred by this frame of reference;
- 14.22 On appointment of an official trustee to the WIL committee, the officers of the WIL committee cease to hold office as officers of the WIL committee.

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

[Model Frame of Reference approved by Provincial Executive Council 2019 10]TW