

Prairie Rose Local #2
of the
Alberta Teachers
Association

POLICY HANDBOOK

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HISTORY AND PREAMBLE

On November 5, 1994, a meeting was held at the Medicine Hat Lodge in Medicine Hat, Alberta, in which Prairie Rose A. T. A. Local #2 was established.

Effective January 1, 1995, the employer of all teachers in the County of Forty Mile #8, Redcliff School Division #2283, Acadia School Division #8, and Cypress School Division #4 will be Prairie Rose Regional Division #8.

Thus, as of January 1, 1995 subsequent to A. T. A. bylaw 12(3) all teachers employed by the Prairie Rose Regional Division No. 8 shall be members of the Prairie Rose A. T. A. Local #2. (moved by Joan Mick and seconded by Garry Law)

Any reference to wards in this handbook refers to the four jurisdictions that amalgamated to form Prairie Rose Regional Division No. 8, and consequently Prairie Rose A. T. A. Local #2.

Effective 2008 Prairie Rose Regional Division has changed its title to Prairie Rose School Division and any future usage of this title will reflect the new changes.

STRUCTURAL AND OPERATIONAL GUIDELINES FROM CONSTITUTION

Name

1. The name of this local shall be Prairie Rose Local No. 2, local association of the Alberta Teachers' Association.

Boundaries

2. The area served by this local association shall include Prairie Rose School Division No. 8.

Membership

3. (1) All active members of The Alberta Teachers' Association employed within the boundaries listed in section 2 are members of this local.

(2) Associate members of The Alberta Teachers' Association such as are assigned from time to time by the Provincial Executive Council of the Association and who pay the prescribed local association fee may become members of this local association with all rights and privileges of active members.

Objects

4. The objects of this local association shall be to further the objects of The Alberta Teachers' Association as set out in section 4 of the *Teaching Profession Act* and ATA General Bylaws.

Fees

5. This local association shall have the power, subject to approval of the Provincial Executive Council of The Alberta Teachers' Association, to levy

fees for membership in this local association such as are determined from time to time in a general meeting of the local association. Such fees shall be additional to the fees prescribed by the Annual Representative Assembly.

Rule of Procedure

6. The proceedings of all meetings -- general, special, local council and committee-- shall be regulated by the official Rules of Order and Procedure as published in the *Members' Handbook*.

Organization

7. The governing body of this local shall be a general meeting of its members, ten members of whom shall constitute a quorum.

8. A general meeting of this local shall be held at least once a year to hear reports and deal with same, hold elections, approve and set budgets and policy and deal with such other matter as may arise.

Notice of Meetings

9. Notices of intent to hold a general, special, local council or an executive meeting shall be communicated by the secretary at least seven days before such meeting is to be held, and such notices shall include an outline or agenda of business to be discussed at the meeting, provided, however, that any meeting may, by a two-thirds vote of the total number of members on the roster, waive notice of a meeting or of any motion brought before the meeting.

10. Meetings of this local association or of the bargaining unit shall be called by the president or on the request of the executive committee or the local council or on the written request of ten (10) members of the local or at the request of the Teacher Welfare Committee or on the written request of an officer of The Alberta Teachers' Association or of the district representative of whose district this local association forms a part.

11. A record shall be kept of all those attending general, special, local council and executive committee meetings of this local.

12. An officer of The Alberta Teachers' Association or district representative of whose this local forms a part may attend and participate in any meeting (general, council or executive) of this local association.

Substitute Teachers Group

13. (1) At the request of 10 or more substitute teacher members, this local shall organize a substitute teachers' group.

(2) Those eligible for participation in the group shall be members who substituted for one of the employing jurisdictions included in the local for at least one day during the previous twelve-month period.

(3) An appropriate budget for the group shall be established.

(4) The frame of reference for the group shall be as follows:

(a) its objects shall be to advance the professional skills and knowledge unique to substitute teaching and to advance within the local the special interests of substitute teachers.

(b) it shall have at least one general meeting per year.

(c) it shall elect a chair, vice-chair, a secretary, and two members-at-large to an executive which shall be responsible for organizing activities to promote the objects of the group.

(d) its executive shall present to the local an annual report of its activities and the disbursement of its funds.

General

17. The financial year of this local shall be July 1 to June 30.

18. (1) This local association shall reimburse members acting on its behalf for all out-of-pocket expenses.

(2) This local association shall pay all expenses as determined and

authorized by the local council.

19. Amendments to the constitution may be made after a two-month notice of motion by two-thirds vote at a general meeting of this local association, subject to ratification by the Provincial Executive Council of The Alberta Teachers' Association.

STRUCTURE of LOCAL #2

Table Officers

1. Membership

- Shall consist of President, Past President, Vice President, Secretary and Treasurer.

2. Duties

- Since Table Officers are considered to be senior members of the local, one of the major functions is to guide policy developed by the Executive Committee and Local Council. Additional duties are as follows:
 - prepare agenda for Executive Committee Meetings
 - deal with emergent situations that may arise from time to time

Executive Committee

1. Membership

- Shall consist of president, vice president, past president, secretary, treasurer, communications officer, Political Engagement Officer and major committee chairs, as invited by the president.

2. Duties

- It shall be the duty of the executive committee to prepare the agenda of business for all meetings, to exercise general supervision of the affairs of the local association, to prepare and transmit to head office of The Alberta Teachers' Association such reports and statements with reference to the affairs of the local association as may be required by the Provincial Executive Council of The Alberta Teachers' Association and to ensure that all Association moneys are used to further the objects of the Association as set out in the *Teaching Profession Act*, to ensure that there is liaison between the local and the employing board within the local and, where time is of the essence, to assume the functions of the local council.

3. Meetings

- The executive committee shall meet as often as local business requires.

Local Council

1. There shall be constituted a local council of this local consisting of:
 - (a) all members of the executive committee
 - (b) school representatives, other than executive committee members, elected in September by each staff according to the following schedule:
 - one representative from each school
 - one representative to represent colony schools.
 - (c) chair of standing committees if not members of the executive committee, local representatives or school representatives;
 - (d) convention representatives if not included in a to c;
 - (e) one representative from the Substitute Teachers Group
2. The duties of the local council shall be:
 - (a) to administer the affairs of the local association, including adoption of an audited annual financial statement and approval of an annual budget;
 - (b) to elect all ad hoc committees;
 - (c) to approve frames of reference of each of its committees;
 - (d) to hear reports from committees and decide on action to be taken, if any;
 - (e) to elect representatives to the district convention committee, the ATA Summer Conference and to other events requiring local representation on an ad loc basis;
 - (f) to deal with other matters not inconsistent with this constitution or ATA General Bylaws.
3. The Local Council shall meet at least once per year and may meet up to seven times a year. Each meeting is open to all members of the local.
4. A majority vote of those eligible voters present shall govern the decisions of the local council unless rules and regulations otherwise decree.

5. Ten members of local council are required to constitute a quorum.
DUTIES AND RESPONSIBILITIES

1. President

The duties of the president shall be:

- (a) to call and preside at all general, local council and executive committee meetings of this local association;
- (b) to exercise general supervision over the affairs of this local association;
- (c) to serve as a local representative to represent assemblies.

2. Vice-President

The duties of the vice president shall be:

- (a) to take charge of the affairs of this local association in the absence of the president;
- (b) to assist the president in the discharge of his/her duties;
- (c) to serve as a local representative to represent assemblies.

3. Past President

The duties of the past president shall be:

- (a) to chair the finance committee;
- (b) to serve as a local representative to represent assemblies.
- (c) to take charge of the affairs of this local association in the absence of the president and vice president.

4. Secretary

The duties of the secretary shall be:

- (a) to keep accurate records of all proceedings of this association;
- (b) to bring before the executive committee of this local association all communications received by the local;
- (c) to prepare and send to The Alberta Teachers' Association such statements and reports as may be required from time to time;
- (d) to prepare and send notices calling all meetings, whether regular, special, local council or executive committee.

5. Treasurer

The duties of the treasurer shall be:

- (a) to present an audited annual financial statement to a meeting of local council within three months of the end of the local's fiscal year;
- (b) to prepare at the direction of the executive committee, an annual budget for the local;
- (c) to keep accurate records of all moneys received and collected and to take charge of same;
- (d) to prepare an annual financial statement for audit purposes;
- (e) to make necessary disbursements of the funds of this local association as authorized by the executive committee or local council;
- (f) to prepare and send to The Alberta Teachers' Association such statements and reports as may be required from time to time.

6. Local Representative (Annual Representative Assembly delegate)

The duties of each local representative (A.R.A. delegate) of this local Association shall be:

- (a) to represent this local association at all representative assemblies of The Alberta Teachers' Association;
- (b) to report the proceeding of all representative assemblies to local council;
- (c) to attend meetings of the local council of this local association;
- (d) to attend general meetings of this local association;
- (e) to attend mini A.R.A. Regional A.R.A., Provincial Budget Review meetings and any other gatherings as may be decided in order to deal with A.R.A. resolutions.

7. School Representatives

The duties of the school representatives shall be:

- (a) to represent their respective staffs at local council'

- (b) to report to their respective staffs on local and provincial matters after each local Council meeting;
- (c) to report any newsworthy items in their respective schools to the Local Communications Officer;
- (d) to represent their school as a member of:
 - (i) the social and gift committee – if applicable – see section E – IV
 - (ii) recognition policy committee – see section E – VIII
- (e) to inform social and gift committee of retirees and inductees.

8. Communications Officer

It shall be the responsibility of the Communications Officer to carry out a communications program with the teachers in the local and between the local and its various publics. All actions of this officer shall be subject to prior approval by the executive of the local involved. (See section E - VII for frame of reference.)

9. Convention Board Representatives

The duty of the convention board representatives shall be to represent the local on the designated convention board, with one representative to report back to local council. Prairie Rose Local #2 is presently entitled to six representatives on the Southeastern Alberta Convention Committee. At least one of these representatives should come from the Professional Development Committee and one should be a Table Officer. (See section E – XI for frame of reference.)

10. Lethbridge Area Field Experiences Committee

It shall be the duty of the Lethbridge Area Field Experiences Committee Representative to represent the local by serving on a committee that acts as a liaison between the University of Lethbridge Faculty of Education and the Association locals involved in the regional field experiences program. The representatives will report to local council as often as necessary.

11. Edmonton Area Field Experiences Committee

It shall be the duty of the Edmonton Area Field Experiences Committee Representative to represent the local by serving on a

committee that acts as a liaison between the University of Alberta Faculty of Education and the Association locals involved in the regional field experiences program. The representatives will report to local council as often as necessary.

12. Teacher Welfare Representatives

The duties of the TWC representatives are to prepare and oversee negotiations and to oversee the enforcement of the collective agreement on behalf of the teachers who are employed by Prairie Rose School Division No. 8 (Refer to Prairie Rose Teacher Welfare Committee Frame of Reference – section E – I.)

13. Political Engagement Officer

It shall be the duty of the Political Engagement Officer to:

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

14. Other

Please note that the duties and responsibilities of the following committee chairs are listed in section E.

- Professional Development – E II
- Finance – E III
- Social and Gift – E IV
- Political Involvement – E V
- Policy – E VI
- Recognition – E VII
- Scholarship – E IX
- Resolutions – E X
- Teacher Board Area Committee – E XI

COMMITTEES AND FRAMES OF REFERENCE

- I. Teacher Welfare Committee Insert #1 Page 17
- II. Professional Development Committee ...Insert #2 Page 31
- III Budget and Finance Committee Insert #3 Page 38
- IV Honoured Teacher Scholarship..... Insert #4 Page 40
- V Social and Gift Committee Insert #5 Page 43
- VI Policy Committee..... Insert #6 Page 45
- VII Communications Committee Insert #7 Page 47
- VIII Recognition Policy Committee Insert #8 Page 50
- IX Scholarship Committee Insert #9 Page 52
- X Resolutions Committee Insert #10 Page 54
- XI Teacher Board..... Insert #11 Page 56
- XI I Convention CommitteeInsert #12 Page 59

INSERT #1

I. TEACHER WELFARE

I. TEACHER WELFARE COMMITTEE FRAME OF REFERENCE

Prairie Rose School Division No 8

1. Preamble

This committee shall be called the Prairie Rose Teacher Welfare Committee, hereafter referred to as the TWC. It shall prepare for and oversee the enforcement of the collective agreement on behalf of the teachers who are employed by Prairie Rose School Division No 8.

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 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 negotiations.
- 2.8. To identify areas of concern for teachers 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 refer the dispute to a Representative of the Bargaining Agent (RBA) following appropriate consultation with the membership.

3. Membership

The TWC consist of:

- 3.1. Ten (10) members of the bargaining unit elected by the bargaining unit pursuant to this Frame of Reference. They shall be the voting members of the TWC.
- 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

Members of the TWC shall be elected on the basis of:

- 4.1. Ten (10) members of the bargaining unit will be elected at a General Meeting of the Local. The Nominating Committee will

attempt to insure that there is representation from each of the regional areas of the bargaining unit.

4.2. The Nominating Committee shall attempt to insure the TWC has representation from:

- Elementary staff
- Jr/Sr High School staff
- School based administration
- Female teachers
- Male teachers

4.3. Guidelines 4.1 and 4.2 will not exclude any member of the bargaining until from election to the TWC.

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 be as follows:

6.1.1. Chair – to chair TWC meetings, represent the TWC in its relationship with the general membership and attend Local council meetings as required by the Local constitution, request the calling of bargaining unit meetings by the Local president and to serve as a local representative to representative committees.

6.1.2. Vice-chair – to act on behalf of the chair in his/her absence.

6.1.3. Secretary – to 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 (3) consecutive meetings without reasonable cause or consent will 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. Negotiating Subcommittee (NSC) – the NSC shall consist of four (4) 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 an NSC chair from among its members

7.2. Grievance Committee

7.2.1. the Grievance Committee shall consist of three (3) voting members elected from and by the voting members of the TWC.

7.2.2. the Grievance Committee shall select from among its members a Grievance Committee chair.

7.2.3. the duties of the Grievance Committee shall be to:

- a. represent teachers on the Grievance Committee established by the collective agreement. One of these members shall be from the NSC.
- b. review applicable precedent cases.
- c. consult with Teacher Welfare staff officers regarding disposition of each grievance.

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

d. 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 a given collective agreement.

e. 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 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 voting members on the TWC,

10.1.2 a majority of the TWC executive,

10.1.3 the Representative of the Bargaining Agent (RBA),

10.1.4 the chair of the NSC, or

10.1.5 the president of the Local.

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 fifty (25) 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 full rights to debate and vote as accorded to all other members.

13. **Finances**

13.1 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 the Alberta Teachers' Association.

14.1.1 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, amendments and approval.

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

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,
- 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 Members shall register upon entry to the assembly.
- 16.2 A collective agreement shall be ratified by a simple majority of the members of the bargaining unit present at a properly called meeting of that unit, voting in favour of acceptance of the proposed agreement by means of a secret ballot vote.
 - 16.1.1 Notwithstanding, the requirement for a secret ballot vote may be waived provided no member objects.
- 16.3 Ratification votes shall be conducted consistent with the following agenda:

Call to Order – Declaration of closed meeting of the bargaining unit

- Introductions
- Explanation of procedures to be used during meeting (voting and other)

History of Negotiations

Presentation of the Issue (eg, board offer, memorandum, etc.)

Question Period for Clarification – no debate

Explanation of Future Procedures, if applicable (eg, a request for RBA)

Motion on the Issue (eg, Motion to accept the Memorandum of Agreement -- print motion on agenda)

Recommendations to Membership (from TWC, NSC, etc)

Debate on Motion

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

Other Business (if votes on other issues are required, the procedures 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 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 Local executive,

17.1.4 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 an teacher welfare committee or any other person appointed or elected to an economic policy 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 or officers

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 economic policy committee officer by appointing an individual to conduct an investigation and to provide a written report to the table officers within a specified time with respect to the results of the investigation.

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 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 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 economic policy 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 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 economic policy 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 shall be in place for as long as bargaining is conducted at the Local level. Upon appointment of a Representative of the Bargaining Agent (RBA), it shall be superseded to the extent required by the procedures established by Provincial Executive Council for bargaining at the RBA level which stipulate the RBA is to assume control of all procedures in consultation with the officials of the bargaining unit.

[Ratified by membership 1994 11 05; Provincial Executive Council (PEC) 1994 12 03]

[Amended and ratified by Local 2001 03 17; PEC 2001 04 06]

[Amended and ratified by PEC 2007 09 21]

[Amended and ratified by Local 2008 11 01]

[Amended and ratified by PEC 2008 12 04]

INSERT #2

II. PROFESIONAL DEVELOPMENT

II PROFESSIONAL DEVELOPMENT FRAME OF REFERENCE

A. Role of Division Professional Learning Executive

The Professional Learning Executive is a core group that helps to establish the agenda and priorities and does background research/ frameworks for the Professional Learning Council meetings.

Membership – This executive will be led by 1 chair or 2 co-chairs and the Superintendent charged with the responsibility for professional learning in the division. The executive may include representation from Division Office, full-time school professional staff, substitute teachers, colony teachers and support staff. Membership should reflect all geographic areas of the division. Members are appointed/ volunteered in consultation with the current executive. An emphasis is placed on cross-representation of the personnel and the needs of the Division employees with regard to professional learning.

Duties – members will attend meetings in person or through VC meetings as deemed necessary by the executive.

- Members of the executive will offer input on pertinent topics
- They will assist in the planning, set up and implementation of PD council meetings including establishing the PL council agenda and facilitating the meeting/ conversation. The Council meetings are chaired by the executive.
- The PL Council shall meet 3 times per year.
- The executive will facilitate preparations and set up of the Divisional Professional Learning Days.
- The chair/ co-chairs are responsible for attending or assigning attendees to PDAC, Summer Conference, and other ongoing leadership development. They will report to the Professional Learning Council with all updates. The chair also reports to the local ATA

council meetings.

- The chair/ co-chair shall attend the PD Partner meetings, as much as possible
- The chair/ co-chair or designate shall attend all ATA local council meetings.

Term of Office – This is a volunteer position

Terms of Agreement – The Learning Council Executive works within a consensus model

Remuneration – sub costs and travel for meetings will be compensated

B. Role of the Professional Learning Council

- conduct needs assessment, plan, and implement the Professional Learning 3 Year Plan
- brainstorm PD ideas to present to PD Executive
- implement PD projects for division
- plan, organize and evaluate PD projects for division
- liaising between school and division
- represent our school communities in regards to PD needs
- shaping division wide PD days
- planning professional learning to assist with the implementation of new curriculum and other priorities as determined by Council
- develop, implement and evaluate a plan for sustainable PD
- clearing house for PD opportunities and Alberta Education initiatives
- represent local ATA
- promote development of PLC's
- recommend changes in policy regarding PD
- advocate for teachers' voices in PD decision making
- represent Prairie Rose School Division on the South Eastern Alberta Teachers' Convention committee

Role of Individual Members of Council

- represent the needs of the school community at PLC meetings

- report take-away notes from Council back to school staff
- survey staff PD needs as requested, including needs identified through individual professional growth and development needs
- advocate for staff learning opportunities at the school, including Professional Learning Communities
- distributing professional learning information and opportunities
- remuneration will include sub costs and travel for meetings

C. Role of the Principal

The Professional

The role of the principal as primary leader and manager in the school is central to the success of any system initiative...

The Principal's role in professional learning is to include:

- modelling life-long learning
- generally supporting professional learning within the school community
- ensure that the Professional Learning rep has sufficient time at staff meetings to report
- take time to collaborate with Professional Learning rep about current professional learning issues and events discussed at administrator meetings
- provide a venue for information about division professional learning priorities and upcoming events
- communicate budget allowances for different professional learning opportunities
- encourage/ motivate teachers and support staff to access professional learning
- in the event a teacher and/ or support staff members are given additional responsibilities, the principal should provide opportunities and/ or funding for professional learning that supports this responsibility
- create a professional learning community in the school
 - allow time for staff to link the school/ divisional plan to their professional growth and development plans

- create time for teacher collaboration within the school (inter-grade)
- provide a time at each staff meeting for teachers/ support staff to report from professional learning experiences
- to report common professional learning needs to learning council through the professional learning council rep

D. Role of School-Based Professional Learning

- to address the perceived needs of the school community in a way that can be more specific than the division professional learning may allow
- to address professional learning needs as identified by individual teacher Professional Growth and Development Plans
- to work collaboratively with the division and other schools to offer learning to other teachers e.g. Teacher2Teacher Tech Conference Bow Island
- supporting/ extending the division education and professional learning plan when possible
- supporting/ extending the school education and professional learning plan
- teachers are encouraged to share professional learning needs as identified in their Professional Growth and Development Plan with their Professional Learning Council rep.

E. Role of Division Office Innovation and Inservice Fund

To provide an opportunity for special projects to occur throughout the school year that may not have been specifically planned and budgeted for. Suggestions regarding emergent strategies that require funding support can be forwarded to the central office executive team.

F. Role of the Administrative PD Fund

To provide an opportunity for school administrators to access funds for out-of-province leadership professional learning opportunities. Application is made directly to the Superintendent.

G. Role of the ATA

- To provide a leadership role in the planning of professional learning
- To appoint an ATA PD Chair (or co-chair) who will represent teachers
- To collect information about professional development needs within the division and forward these to council, teacher-board and the AISI steering committee
- To support the division Professional Learning Day and one Professional Learning Council meetings
- To support mentorship and induction programs in Prairie Rose
- To report back to the PLC in regards to provincial professional learning directions

H. Role of the Teacher Induction Program

The role of the program is to provide professional learning opportunities and a support network, which is intended to improve success and retention rates of teachers early in their career.

This includes but is not limited to:

Teachers new to Prairie Rose – 3 full days in the summer and 4 half-day sessions through the year.

Second year teachers – 2 full days in the summer and 4 half-day sessions through the year.

Third year teachers – 1 full day in the summer and 4 half-day sessions through the year.

Connections between the induction program and Learning Council are informal and are made between the Superintendents responsible for these programs.

I. New Administrator Induction Program

This program is in the very early planning stages. The intent of this group

will be to parallel the teacher induction program for administrators.

INSERT #3

**III. BUDGET AND
FINANCE COMMITTEES**

III BUDGET AND FINANCE COMMITTEES FRAME OF REFERENCE

1. **Preamble**

The name of the committee shall be the Budget Committee.

2. **Duties and Responsibilities**

It is the duty and responsibility of the Budget Committee:
to draft a budget and present this budget to Local Council.

3. **Membership**

The Budget Committee shall consist of:

- (i) Table Officers
- (ii) Chairs of all committees of the Local.

4. **Preamble**

The name of this committee shall be the Finance Committee.

5. **Duties and Responsibilities**

It is the duty and responsibility of the Finance Committee to
supervise the financial affairs of the local.

6. **Membership**

The Finance Committee shall consist of:

- (i) Table Officers
- (ii) other members, if necessary, as determined by Local
Council

7. **Procedures**

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

INSERT #4

**IV. HONoured TEACHER
SCHOLARSHIP**

A.T.A. Local #2 Prairie Rose Regional Division Honoured Teacher Scholarship

1. Preamble

The purpose of this scholarship is to recognize teachers who have shown outstanding dedication and service to both the teaching profession and the A.T.A. local of Prairie Rose School Division #8. The names of honoured teachers can be added to this scholarship by motion at a General Meeting of the Local. The names of honoured teachers will be inscribed on a trophy/plaque and this/these will be on display at the Prairie Rose School Division Office.

2. Eligibility

- (i) student must graduate from a high school in the Prairie Rose School Division
- (ii) student must enter a Faculty of Education program at a university or college in the province of Alberta.
- (iii) student selection to receive this scholarship will be on the basis of both academic standing and financial need. Financial need will be attested to, by a letter to the Selection Committee from any two of the following – the student’s principal or teacher, clergyman, parents (legal guardian) or other significant person in the student’s life. Academic standing will be verified by providing a copy of the student’s transcript to the Selection Committee.
- (iv) proof of registration must be procured from the university or college at which the student is registered.

3. Selection Procedure

After reviewing and deliberating on the merits of the candidates, members of the Selection Committee will vote by secret ballot for the candidate of their choice. In the event that any member of the committee does not feel that a suitable candidate has applied, that member may request that the term “none of the above” be included on the ballot form. The scholarship will be awarded in the fall of each year that a deserving student is

selected by the Selection Committee. The presentation will take place at the November Induction – Retirement night.

4. **Terms of the Scholarship**

The recipient selected will receive a scholarship of \$1000.00.

INSERT #5

**V. SOCIAL AND GIFT
COMMITTEE**

V. SOCIAL AND GIFT COMMITTEE FRAME OF REFERENCE

1. Preamble

The name of this committee shall be the Social and Gift Committees

2. Duties and Responsibilities

It is the duty of the Social and Gift Committee:

(i) to be responsible for arranging and organizing the Induction - Retirement Ceremony of Prairie Rose Local No. 2 and other social functions as required.

(ii) to communicate with members for the purpose of publicizing and promoting attendance at social events and receiving feedback with respect to the nature and format of social events.

(iii) to solicit schools for names of retirees and inductees.

(iv) to purchase gifts for retirees and other individuals or organizations the local chooses to acknowledge.

3. Membership

The Social and Gift Committee shall consist of:

(i) a Table Officer as appointed by the president who will act as Chair.

(ii) School Reps from schools of retiring teachers

(iii) Members at large drawn at the discretion of the committee

4. Procedures

The chair will coordinate the activities of this committee and report to the executive and Local Council as the need arises.

5. Committee Policy

(i) The amount of money allotted for retirement gifts shall be \$10.00 for each year of teaching experience.

(ii) Additional gifts and donations for other individuals or organizations that the local chooses to recognize must be approved by Local Council.

INSERT #6

VI. POLICY COMMITTEE

VI POLICY COMMITTEE FRAME OF REFERENCE

1. Preamble

The name of this committee shall be the Policy Committee.

2. Duties and Responsibilities

It shall be the duty of the Policy Committee to:

(i) to serve on various Prairie Rose School Division Board Committees that determine policy.

(ii) to meet and discuss proposed Board policy before it goes to the Policy Coordinating Committee.

(iii) to serve as representatives for Prairie Rose A.T.A. Local #2 on the Prairie Rose School Division No. 8 Policy Coordinating Committee.

(iv) to present the views of local A.T.A. members and to protect the rights of teachers when policies are being developed.

(v) to monitor proposed policies to ensure that said policies are consistent with (do not violate) the bylaws and policies of the Alberta Teachers' Association.

3. Membership

Committee shall consist of four members:

(i) chair - vice president

(ii) three teachers elected by council

4. Procedures

Chair shall coordinate all activities of this committee and shall act as spokesperson for this committee. Chair shall report to the Executive and Local Council as the need arises.

(See appendix III for policy flow chart)

INSERT #7

**VII. COMMUNICATIONS
COMMITTEE**

VII COMMUNICATIONS COMMITTEE FRAME OF REFERENCE

1. Preamble

This committee shall be known as the Communications Committee.

2. Duties and Responsibilities

(i) It is the responsibility of this committee to carry out a communications program with the teachers in the local and between the local and its various publics.

(ii) Specific duties include:

- the committee shall advise on items to be distributed and channel all communications to proper sources for distribution.
- the committee shall prepare pre-planned communications on activities of the members of the local and on local activities including Education Week.
- the chair (Communications officer) shall be the official media contact, acting as advisor to the president.
- the chair (Communications officer) shall attend all major meetings of the local as an advisor on communications.

3. Membership

The committee may consist of up to four members. One member of the committee shall be designated as the chair (Communications Officer). The chair shall be appointed by Local Council. When members in addition to the chair are required, an attempt will be made to elect/appoint members in such a way that the diverse geography of Prairie Rose Regional Division is taken into consideration.

4. Procedures

The chair shall coordinate the activities of this committee and as such ensure that all actions of this committee have received prior approval from the executive of Prairie Rose Local #2.

INSERT #8

**VII. RECOGNITION
COMMITTEE**

VIII RECOGNITION COMMITTEE FRAME OF REFERENCES

(Flowers and More)

1. **Preamble**

This committee shall be known as the Recognition Committee.

2. **Duties and Responsibilities**

(i) to ensure a systematic and, hopefully, complete coverage of all its members in times of illness and bereavement.

(ii) to purchase gifts for illness, bereavement and births.

3. **Membership**

(i) The committee shall consist of:

- chair - treasurer

- school rep from each school

4. **Procedures**

It is the duty and responsibility of each school representative, or other school personal, to submit the bill to the treasurer for expenses incurred because of illness, bereavement or birth of a members child among the members of that school's staff.

5. **Committee Policy**

The local will spend up to \$50.00 (including handling and delivery charges) for flowers, donations to charities or suitable gifts for:

- special circumstances of staff in a school community.

INSERT #9

**IX. SCHOLARSHIP
COMMITTEE**

IX SCHOLARSHIP COMMITTEE FRAME OF REFERENCE

1. Preamble

The name of this committee shall be the Scholarship Committee.

2. Duties and Responsibilities

(i) to recognize and encourage new candidates into the field of education

(ii) to keep abreast of the Provincial Scholarships and Fellowships that are available

(iii) to serve on the Selection Committee for the A.T.A. Local #2 Prairie Rose Division Honoured Teacher Scholarship.

3. Membership

(i) The committee shall consist of the local executive and selected high school representatives from each high school in the Prairie Rose School Division #8.

(ii) Either the President or Vice President will chair the committee.

4. Procedures

The chair shall coordinate the activities of this committee and as such ensure that the Selection Committee adhere to the guidelines as found in the Scholarship Policy in appendix IV when selecting a candidate for the A.T.A. Local #2 Prairie Rose Honoured Teacher Scholarship.

INSERT #10

**X. RESOLUTIONS
COMMITTEE**

X RESOLUTIONS COMMITTEE FRAME OF REFERENCE

1. Preamble

This committee shall be known as the Resolutions Committee.

2. Duties and Responsibilities

(i) to review and if necessary modify resolutions submitted by local members

(ii) to bring local resolutions before council for discussion

(iii) to submit resolutions approved by local council to the provincial A.T.A.

(iv) to study, review and discuss the implications of electoral ballots prior to the Local voting on them.

(v) to study, review and discuss provincial resolutions prior to A.R.A. (see section D - 7 (e) Duties of Local Representatives.

3. Membership

(i) The committee shall consist of five members. Each member of the committee will be either a Local Representative (A.R.A. delegate) or alternate delegate.

(ii) Either the president or the vice president will chair this committee.

4. Procedures

(i) all local resolutions must be submitted to the resolutions committee by November 1st.

(ii) resolutions that are to be forwarded to the provincial A.T.A. must be approved by council at the November council meeting.

(iii) provincial electoral ballots will be voted upon at the January council meeting.

INSERT #11

XI. TEACHER BOARD

XI. TEACHER BOARD ADVISORY COMMITTEE FRAME OF REFERENCE

1. Preamble

This committee shall be known as the Teacher Board Advisory Committee.

It shall be the duty of the Teacher Board Advisory Committee to:

- (i) Discuss policies and procedures relevant to teachers and that are under consideration by the board. If a meeting of members is not possible, the draft policy will be distributed for input.
- (ii) Teacher representatives may initiate discussion on policies and procedures.
- (ii) The Committee may make recommendations to the Board but does not hold any governance authority.
- (iv) The Committee is not intended to discuss issues relating to the Collective Agreement
- (v) The Committee structure and mandate will be reviewed annually.
- (vi) The Teacher / Board Advisory Committee will meet as required, however it is expected that three meetings per year will be held.

3. Membership

Committee shall consist of four members:

- (i) chair - president
- (ii) three teachers elected by council

4. Procedures

- (i) Members of the Committee may request a meeting.
- (ii) Discussion items will be sent to the Secretary-Treasurer of the Prairie Rose school Division #8 who will be responsible for distributing the agenda to committee members.
- (iii) Chairing the meeting will alternate between a trustee and teacher.

- (iv) Chair shall coordinate all activities of this committee and shall act as spokesperson for this committee.

INSERT #12

**XII. CONVENTION
COMMITTEE**

XII. CONVENTION BOARD COMMITTEE FRAME OF REFERENCE

1. Preamble

This committee shall be known as the Convention Board Committee.

It shall be the duty of the Convention Board Committee to:

- (i) to represent the local on the designated convention board
- (ii) to meet and discuss items relating to convention at designated convention board meetings.
- (iii) to report back to local council the items discussed at convention board meetings.
- (iv) to present the views of our local A.T.A. #2

3. Membership

This committee shall consist of up to a 40:1 ratio of our local members:

- (i) chair – member of the Professional Development Committee
- (ii) teachers elected by council
- (iii) one table officer

4. Procedures

Chair shall coordinate all activities of this committee and shall act as spokesperson for this committee. Chair shall report to the Executive and Local Council as the need arises.

FISCAL PROCEDURES

FISCAL PROCEDURES

1. Budgets

All committee chairs must submit a budget for the proposed expenditure of their committee to the Budget Meeting. The budget meeting will be held each fall prior to November 1. Committee chairs and Table Officers are required to attend the budget meeting where they will prepare a draft copy of the proposed budget.

The finance committee will take this information and prepare a budget to present to council.

The budget must be approved by Local Council at a council meeting by November 30.

2. Fees

Fees are levied through procedures stated in the constitution. General Provincial A.T.A. membership fees are those set by the Annual Representative Assembly. The supplementary levy of Prairie Rose Local A.T.A. #2 are set by a general meeting of this local.

3. Disbursements

(a) Expenses incurred by Local Executive, Local Council, committees and individuals while acting on behalf of the Local Association.

(i) Travel Allowance

Travel allowance shall be the equivalent to the rate that provincial A.T.A. pays for A.T.A. business for actual kilometres. (\$0.58/km as of June 4, 2022)

All attempts should be made to car pool to meetings whenever possible and reasonable.

(Jan 14/95 - Ainsworth/Law)

(1) actual airfare – receipt required

(2) taxi and parking expenses

(ii) Subsistence Allowance

Single Day Events

(1) breakfast - \$15.00

(2) lunch - \$20.00

(3) supper - \$30.00

Events that require accommodations

(4) \$80 per night

Members attending executive and Local Council meetings shall qualify for a meal allowance.

(iii) Accommodation Allowance

- hotel receipt required up to \$200/ night or standard room at the conference location.
- Note: For places like Banff or Canmore where rooms are typically more expensive, a standard room will be covered at a fiscally reasonable hotel.

(iv) Members attending ARA and/or Summer Conference will submit receipts for members accommodations, incidentals, hospitality, and food.

An extra day's subsistence and accommodation will be paid, if the actual expenses were incurred, for those members who are required to drive a distance that exceeds 400 kilometres (one way).

(b) Meeting Attendance Incentive

As an incentive for members to attend meetings:

(i) a draw will be made at each council meeting amongst the members present.

(ii) the name(s) drawn at each council meeting will be eligible for prize(s) arranged by the local president.

(iii) Childcare will be provided at the rate of \$25 per meeting without a receipt. Amounts claimed above this rate will require a receipt.

(c) Emergent Situations

In emergent situation:

(i) the president may approve expenditures to a maximum of \$300.00

- (ii) the Executive Committee may approve expenditures to a maximum of \$500.00
- (iii) these expenditures must be reported to Local Council.

(d) Honoraria

(i) Individuals who occupy the following positions in Prairie Rose Local #2, and attend 3 out of the 5 local meetings, will be eligible for the honoraria indicated below;

President - \$1250

Vice president - \$300.00

Secretary - \$500.00

Treasurer - \$500.00

P.D. Chair - \$500.00

N.S.C. Chair - \$500.00

T.W.C Chair - \$500.00

T.W.C Members - \$300

N.S.C Members \$100 above their T.W.C honoraria

Past President - \$250.00

Communications Chair - \$500.00

Political Engagement Chair - \$500.00

School Representatives - \$100.00

ARA Representatives - \$300.00

Summer Conference Representatives -\$300.00

(ii) Local council may approve additional honoraria for individuals not mentioned above if circumstances warrant it.

(iii) No individual may receive a combined honorarium of more than \$1500.00 in any one financial year (July 1 to June 30) except the local President.

(v) The executive shall receive \$25 per month for email and internet cost for their personal phone and home computer use. The President shall receive \$90 per month for cellular use and cellular data.

(e) Advertising

Any junior or senior high school in the Prairie Rose School Division #8 that publishes an annual yearbook may make

a written request for a yearbook ad. Prairie Rose A.T.A. Local # 2 will contribute up to \$75.00 for each approved ad.

(f) Extra-ordinary and Unusual Requests

Extra-ordinary and unusual requests refer to the requesting of funds by individual or agencies that are not included in the regular on-going operation of the Prairie Rose Local. The criteria for considering such requests are as follows:

- (i) requests must be related to the education of students or members of the A.T. A.
- (ii) all requests must be submitted in writing to the secretary and each individual request must be approved by Local Council.

In order to facilitate funding for requests the local wishes to support, the Local Council should make a provision in its general budget each year by establishing a maximum amount of money that can be used under this category.

(g) Mentorship Requests

With the approval of the PD Chair, any teacher can request a mentorship grant with a maximum of 2 days/year and at a rate of \$.10/km for travel.

(h) President Release Time

The local President will be granted release time as required. Currently 0.1FTE is used. This may change due to provincial guidelines.

ELECTION PROCEDURES

Elections

- (1) Officers shall be elected annually by secret ballot of the members of this local.

- (2) School representatives shall be elected by their respective staffs.

- (3) All persons elected under subsection (1) shall assume office on July 1 following their election. School representatives shall assume office immediately after their election.

- (4) In the case of officers to be elected under subsection (1) the past president, acting as returning officer, shall set a date for the election between May 5th and May 20th inclusive. The past president shall set a date for receiving nominations for these positions two weeks prior to the election. Notice of this date shall be sent to each staff representative at least two weeks prior to this date. Following the closing of nominations the past president shall determine those positions for which the number of nominations is less than the number of positions. He or she shall then extend the nomination deadline at his or her discretion. The past president shall determine those positions for which the number of nominations equals the number of positions. He or she shall declare the person elected by acclamation. The past president shall determine those positions for which there are more nominations than the number of positions. Where there is no

past president an executive member not running for re-election shall be appointed by the executive to perform the above duties.

The past president shall arrange the printing of the ballots and distribute adequate ballots to staff representatives so that the ballots are received at least one week prior to the date set for the election. Each staff representative shall act as the returning officer for the teachers voting on his or her staff. The staff representative shall return the completed ballots to the past president on or before the date set for the election. On the date set for the election, the past president shall count the ballots and declare the candidates with the greatest number of votes elected. The past president shall inform the local of those elected at the AGM of the local.

(5) If the past president is nominated for one of the offices listed in the subsections (1) or (2), he or she shall appoint a member of the local, not nominated for one of these positions, to act as a returning officer in the past president's place.

(6) Staff representatives shall be elected at the regular September staff meeting in each school.

(7) If the president should resign or be ineligible to remain in office, the vice-president shall assume the office of president. Any other vacancy on the executive shall be filled by the following method. The president shall inform all staff representatives of the vacancy. At the next local council meeting, a replacement shall be elected.

(8) If a member of the executive misses three consecutive meetings of the executive, subcommittee or local council, the president shall inform the member that he or she is ineligible to continue in office. The

member so declared ineligible may appeal the decision at the next local council meeting. The local council shall hear the appeal before electing a replacement. If the local council upholds the member's appeal, he or she shall be reinstated to the position. No election shall be held. If it is the president who misses three consecutive meetings of the executive, the vice-president shall inform him or her that he or she is ineligible to continue in office. The president may exercise the same appeal procedure as listed above.

(9) Any vacancy among staff representatives shall be filled by the respective staff at its next staff meeting.

APPENDIX

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II	Prairie Rose Honoured Teacher Scholarship	Pages 81
III	Prairie Rose High School Scholarship.....	Pages 84

APPENDIX

I

PRAIRIE ROSE CONSTITUTION

Constitution of Prairie Rose Local No 2 of The Alberta Teachers 'Association

Name

1. The name of this local shall be Prairie Rose Local No 2, local association of The Alberta Teachers 'Association (the Association or the ATA).

Boundaries

2. The area served by this local association shall include Prairie Rose School Division No 8.

Membership

3. (1) All active members of The Alberta Teachers 'Association employed within the boundaries listed in Section 2 are members of this local.

(2) Subject to approval by the Provincial Executive Council of The Alberta Teachers'

Association, associate members of The Alberta Teachers ' Association who hold the highest category of membership available to them and who pay the prescribed local association fee may become members of this local association with all rights and privileges of active members.

Objects

4. The objects of this local association shall be to further the objects of The Alberta Teachers 'Association as set out in Section 4 of the Teaching Profession Act and the General Bylaws of The Alberta Teachers 'Association.

Fees

5. This local association shall have the power, subject to approval of the Provincial Executive Council of The Alberta Teachers ' Association, to levy fees for membership in this local association such as are determined from time to time in a general meeting of the local association. Such fees shall be additional to the fees prescribed by the Annual Representative Assembly (ARA).

Rules of procedure

6. The proceedings of all meetings—general, special, local council and executive committee— shall be regulated by the official Rules of Order and Procedure as published in the *Members 'Handbook*.

(1) Officers of The Alberta Teachers 'Association and the district representative(s) of whose geographic district this local association forms a part shall be entitled to attend all meetings of the local association referenced in Section 6 and any other meetings of local committees, including those portions of any meetings declared to be *in camera*.

Organization

7. The governing body of this local shall be a general meeting of its members, 10 per cent of whom shall constitute a quorum.

Prairie Rose Local No 2 Constitution, p 2

8. A general meeting of this local shall be held at least once a year to hear reports and deal with same, hold elections, approve and set budgets and policy, and deal with such other matters as may arise.

Local council

9. There shall be constituted a local council of this local consisting of

- (a) all members of the executive committee;
- (b) school representatives, other than executive committee members, elected in September by each staff according to the following schedule: one representative from each school; and one representative to represent colony schools;
- (c) chairs of standing committees if not members of the executive committee, local representatives or school representatives;
- (d) convention representatives if not included in (a) to (c); and (e) one representative from the substitute teachers 'group.

10. Members of this local, other than members of the local council, may attend council meetings and may speak with approval of the meeting but may not vote.

11. The duties of the local council shall be

(a) to administer the affairs of the local association, including adoption of an audited annual financial statement and approval of an annual budget;

(b) to elect all ad hoc committees;

(c) to approve frames of reference for each of its committees;

(d) to hear reports from committees and decide on action to be taken, if any;

(e) to elect representatives to the district convention committee, the ATA Summer Conference and other events requiring local representation on ad hoc basis; and

(f) to deal with other matters not inconsistent with this constitution or the General Bylaws of The Alberta Teachers 'Association.

12. The local council shall meet at least once per year and may meet up to seven times a year.

13. A majority vote of those present shall govern the decisions of the local council unless rules and regulations otherwise decree.

14. Ten members of local council are required to constitute a quorum.

Executive committee

15. The executive committee of this local shall consist of the president, vice-president, past president, secretary, treasurer, communications officer and sublocal president(s).

16. The duties of the executive committee shall be
(a) to prepare the agenda of business for all meetings;
(b) to exercise general supervision of the affairs of the local association;
(c) to prepare and transmit to the head office of The Alberta Teachers 'Association such

Prairie Rose Local No 2 Constitution, p 3

reports and statements with reference to the affairs of the local association as may be required by the Provincial Executive Council of The Alberta Teachers 'Association;

(d) to ensure that all Association moneys are used to further the objects of The Association as set out in the Teaching Profession Act;

(e) to ensure that there is liaison between the local and the employing board within the local; and

(f) when time is of the essence, to assume the functions of the local council.

17. The executive committee shall meet as often as local business requires.

Notice of meetings

18. Notices of intent to hold a general, special, local council or executive committee meeting shall be provided to an authorized representative at each school or worksite and the district representative(s) by the secretary at least seven days before such meeting is to be held, and such notices shall include an outline or agenda of business to be discussed at the meeting, provided, however, that any meeting may, by a two-thirds vote of the total number of members on the roster, waive notice of a meeting or of any motion brought before the meeting.

19. Meetings of this local association or of the bargaining unit shall be called by the president, or on the request of the executive committee or the local council, or on the written request of 10 members of the local, or at the request of the chair of the teacher welfare committee, or at the request of an ATA officer or of the district representative of whose district this local association forms a part.

20. A record shall be kept of all those attending general, special, local council and executive committee meetings of this local.

Duties of officers

21. (1) An ATA officer shall not vote. A district representative shall not vote except at a general meeting of a local of which the representative is a member.

(2) **President**—The duties of the president shall be

- (a) to serve as chief executive officer of the local;
- (b) to call and preside at all general, special, local council and executive committee meetings of this local association;
- (c) to exercise general supervision over the affairs of this local association; and (d) to serve as a local representative to representative assemblies.

(3) **Vice-president**—The duties of the vice-president shall be

- (a) to take charge of the affairs of this local association in the absence of the president,
- (b) to assist the president in the discharge of duties and
- (c) to serve as a local representative to representative assemblies.

(4) **Past president**—The duties of the past president shall be

- (a) to chair the finance committee,
- (b) to serve as a local representative to representative assemblies and
- (c) to take charge of the affairs of this local association in the absence of the president and vice-president.

(5) **Secretary**—The duties of the secretary shall be

- (a) to keep accurate records of all proceedings of this local association;
- (b) to bring before the executive committee of this local association all communications received by the local;
- (c) to prepare and send to the head office of The Alberta Teachers 'Association such statements and reports as may be required from time to time; and
- (d) to prepare and send notices calling all meetings, whether regular, special, local council or executive committee.

(6) **Treasurer**—The duties of the treasurer shall be

- (a) to present an audited annual financial statement to a meeting of local council within three months of the end of the local's fiscal year;
- (b) to prepare, at the direction of the executive committee, an annual budget for the local;
- (c) to keep accurate records of all moneys received and collected and to take charge of same;
- (d) to prepare an annual financial statement for audit purposes;
- (e) to make the necessary disbursements of the funds of this local association as authorized by the executive committee or local council; and
- (f) to prepare and send to the head office of The Alberta Teachers 'Association such statements and reports as may be required from time to time.

- (7) **Local representatives**—The duties of each local representative of this local association shall be
- (a) to represent this local association at all representative assemblies of The Alberta Teachers' Association;
 - (b) to report the proceedings of all representative assemblies to the local council and such other gatherings as may be decided;
 - (c) to attend meetings of the local council of this local association; and
 - (d) to attend general meetings of this local association.
- (8) **School representatives**—The duties of the school representatives shall be to represent their respective staffs to local council and report on all activities and such other duties as are requested by the local council or The Alberta Teachers' Association.
- (9) **Communications officer**—It shall be the responsibility of this officer to carry out a communications program with the teachers in the local and between the local and its various publics. All actions of this officer shall be subject to prior approval by the executive of the local involved.
- (10) **Convention board representatives**—The duty of the convention board representatives shall be to represent the local on the designated convention board, with one representative to report back to local council.

Standing committees

22. (1) **Teacher welfare committee (TWC)**—The teacher welfare committee shall operate under a frame of reference approved by the local council and subject to ratification by the Provincial Executive

Council of The Alberta Teachers 'Association. An amendment procedure shall be specified in the frame of reference.

(2) **Negotiating subcommittee**—The negotiating subcommittee shall be chosen from and by the teacher welfare committee. It shall be the duty of this subcommittee to engage in collective bargaining with the board of trustees as per the teacher welfare committee frame of reference.

(3) **Professional development committee**—The duty of this committee shall be to assume general responsibility for all professional development activities undertaken by this local association.

(4) **Social committee**—The duty of this committee shall be to organize all social functions of this local association.

(5) **Finance committee**—The duty of the finance committee (consisting of the past president, treasurer and such other members as determined by local council) is to supervise the financial affairs of the local.

Elections

23. (1) The president, vice-president, secretary, treasurer and additional local representatives shall be elected annually by a vote of the members of this local.

(2) The bargaining unit within the local shall elect a teacher welfare committee.

(3) All persons elected under subsection (1) shall assume office on June 1 following their election.

(3.1) All persons elected under subsection (2) shall assume office on June 1 following their election or as otherwise specified in the teacher welfare committee frame of reference.

(3.2) Convention association representatives shall be elected (or appointed) in the number prescribed by the convention association to assume duties not later than April 1 of each year.

(4) A vacancy on the executive committee occurring between annual elections shall be filled by election of a member of this local association by the remaining members of the executive committee.

(5) Should one or more of the local representatives be unable to fulfill his or her term of office, replacements shall be elected by the local council.

Substitute teachers 'group

24. (1) At the request of 10 or more substitute teacher members, this local shall organize a substitute teachers 'group.

(2) Those eligible for participation in the group shall be members who substituted for one of the employing jurisdictions included in the local for at least one day during the previous twelve-month period.

(3) An appropriate budget for the group shall be established.

(4) The frame of reference for the group shall be as follows:

(a) Its objects shall be to advance the professional skills and knowledge unique to substitute teaching and to advance within the local the special interests of substitute teachers.

(b) It shall have at least one general meeting per year.

(c) It shall elect a chair, a vice-chair, a secretary, a treasurer and two members at large to an executive which shall be responsible for organizing activities to promote the objects of the group.

(d) Its executive shall present to the local an annual report of its activities and of the disbursement of its funds.

Provincial Association Intervention

25. (1) In this section

(a) investigated local officer means a local officer whose conduct is under investigation pursuant to subsection (2);

(b) investigator is the individual appointed by the table officers pursuant to subsection

(2); (c) local officer means the president, vice-president, past president or secretary-treasurer (or secretary or treasurer) of a local association or any other officer appointed or elected by a local association;

(d) Provincial Executive Council means the executive council as defined in Section 11 of the Teaching Profession Act;

(e) table officers means the Association's officers as defined in Bylaw 35;

(f) executive secretary means the chief executive officer of the Association or a person designated by the executive secretary; and

(g) staff officer means a member of executive staff designated by the executive secretary.

Suspension or Removal from Office of Local Officers

(2) Where the table officers have or receive information which leads them to believe that a local officer

(a) has neglected his or her duties to the extent that the proper operation of the local association is being negatively affected,

(b) is mentally incapacitated,

(c) is engaging in corrupt practices,

(d) is engaging in financial malpractice or

- (e) 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 local 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.
- (3) In the course of the intervention under Section 28, an investigated local officer is entitled to have access to a staff officer for advice.
- (4) The table officers may, taking into account the nature of the alleged conduct, the urgency of the matter in question and any submission from the investigated local officer, suspend an investigated local 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.
- (5) The table officers may appoint another individual to assume the duties of the investigated local officer during the period of the suspension.
- (6) The investigated local officer may appeal a suspension from office under subsection (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.
- (7) If an investigated local officer appeals his or her suspension, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated local officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.

- (8) During the investigation the investigated local officer shall be provided with an opportunity to provide a response to the investigator with respect to the concerns about the investigated local officer's conduct.
- (9) An investigated local officer may, in the course of the investigation, submit his or her resignation to the executive secretary.
- (10) Where an investigated local officer resigns in accordance with subsection (9), the investigation shall be continued with the cooperation of the investigated local 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.
- (11) The investigated local officer has a duty to cooperate during the investigation and the investigator may direct the investigated local officer or any other member of The Alberta Teachers' Association to
- (a) answer any inquiries the investigator may have relating to the investigation;
 - (b) produce any records or other property in the investigated local officer's possession or under his or her control that are or may be related in any way to the investigation;
 - (c) 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
- (d) attend before the investigator for the purpose of complying with (a), (b) or (c) of this subsection.

- (12) In the event that the investigated local 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.
- (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 local officer.
- (14) The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:
 - (a) remove the investigated local officer from office;
 - (b) restrict the investigated local officer's eligibility for office in the future;
 - (c) if the investigated local officer was suspended during the investigation, reinstate the investigated local officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances; and shall advise the investigated local officer and Provincial Executive Council of their decision.
- (15) If the table officers remove the investigated local officer from office, then the table officers may appoint another individual to assume the duties of the investigated local officer until a new local officer is elected or appointed to the position in accordance with this constitution.
- (16) The investigated local officer may appeal the decision of the table officers under subsection (14) by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.

- (17) If an investigated local 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 local officer and shall determine if the decision of the table officers shall be confirmed, varied or set aside.
- (18) In an appeal under subsection (7) or (17), the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.

Official Trustee

- (19) Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the local, subject to any terms and conditions the Provincial Executive Council considers necessary:
- (a) when a local council fails to comply with the requirements of Section 11;
 - (b) when the Provincial Executive Council considers it in the interests of the Association to do so.
- (20) The local may appeal the appointment of an official trustee to a representative assembly.
- (21) An official trustee appointed under subsection (19) has the powers and duties conferred by the General Bylaws on a local and conferred by this constitution.
- (22) On appointment of an official trustee to the local association, the officers of the local cease to hold office as officers of the local.
- (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.

General

26. The financial year of this local shall be July 1 to June 30.

27. (1) This local association shall reimburse members acting on its behalf for all necessary out-of-pocket expenses.

(2) This local association shall pay all expenses as determined and authorized by the local council.

28. Amendments to this constitution may be made after a two-month notice of motion by a two-thirds vote at a general meeting of this local association, subject to ratification by the Provincial Executive Council of The Alberta Teachers 'Association.

Ratified by Provincial Executive Council 1994 12 03.

Amendments ratified by TOC on behalf of PEC 1997 05 30

Revised as per PEC requirements; 2010 06 04

Revised as per 2012 06 14–15 PEC requirements;

Revised as per 2017 06 08–09 PEC requirements;

Revised as per 2018 02 26–27 PEC requirements;

APPENDIX

II

PRAIRIE ROSE HONOURED TEACHER SCHOLARSHIP

A.T.A. Local #2 Prairie Rose School Division Honoured Teacher Scholarship

1. Preamble

The purpose of this scholarship is to recognize teachers who have shown outstanding dedication and service to both the teaching profession and the A.T.A. local of Prairie Rose Regional Division #8. The names of honoured teachers can be added to this scholarship by motion at a General Meeting of the Local. The names of honoured teachers will be inscribed on a trophy/plaque and this/these will be on display at the Prairie Rose Regional Division Office.

2. Eligibility

(i) student must graduate from a high school in the Prairie Rose School Division

- (ii) student must enter a Faculty of Education program at a university or college in the province of Alberta
- (iii) student selection to receive this scholarship will be on the basis of both academic standing and financial need. Financial need will be attested to by a letter to the Selection Committee from any two of the following - the student's principal or teacher, clergyman, parents (legal guardian) or other significant person in the student's life. Academic standing will be verified by providing a copy of the student's transcript to the Selection Committee.
- (iv) proof of registration must be procured from the university or college at which the student is registered.

3. Selection Procedure

After reviewing and deliberating on the merits of the candidates, members of the Selection Committee will vote by secret ballot for the candidate of their choice. In the event that any member of the committee does not feel that a suitable candidate has applied, that member may request that the term "none of the above" be included on the ballot form. The scholarship will be awarded in the fall of each year that a deserving student is selected by the Selection Committee. The presentation will take place at the November Induction - Retirement night.

4. Terms of the Scholarship

The recipient selected will receive a scholarship of \$1000.00

APPENDIX

III

PRAIRIE ROSE LOCAL #2
HIGH SCHOOL SCHOLARSHIP APPLICATION

Prairie Rose ATA Local #2 High School Scholarship Application

Prairie Rose ATA Local #2 offers one scholarship of \$300.00 to the top grade 12 student based on the Ruthorford criteria in each of our four high schools.

If you wish to hand this scholarship out at your school awards you will need to complete this form and get it to our **ATA Local Treasurer** in time for him to get a cheque to you prior to your award presentations. Please have a teacher present it on behalf of the local. Your school representative would be the best choice.

School _____

Recipient _____

Address _____

Valid Phone Number _____

Recipient's Social Insurance Number _____

Please note we need social insurance number for tax purposes and no cheque will be issued without this information.

Contact our Local Treasurer

APPENDIX

IV

PRAIRIE ROSE LOCAL #2
Computer Disposal Policy

ATA Local #2 Policy for Computer Disposal

The Local's policy for disposal of equipment that is surplus to the requirements of the local that originally purchased it is as follows:

1. Reasonable efforts should be made to see if any other executive or subcommittee chair is able to make use of the equipment.
2. Equipment that has residual value may be sold, either to Local ATA members or outside bodies, subject to the local's financial guidelines.
3. Where equipment has limited resale value, consideration should be given to whether it can be donated to any charitable or community project.
4. If the equipment cannot be reused, then it should be recycled or disposed of in an environmentally-friendly manner.

Importance of Data removal

An overriding consideration in any move of equipment must be to ensure that any the local's data on the machine, and any software licensed to the local, is removed. It is, of course, vital to satisfy the requirements of the Data Protection Act, but it must also be understood that any of the local's data that is discovered by a later owner may cause controversy, adverse publicity, etc.

Ensuring adequate destruction of data is the responsibility of the executive member that primarily uses the equipment, and must not be delegated to any person outside the local without adequate contractual obligations being imposed.

Means of disposal

The following mechanisms have been put in place.

1. First Class Client is the division's email system where members of the division and local having equipment to dispose of, and those needing equipment, may advertise. This may also be used to solicit charitable donations.
2. Where machines are to be given to charities, schools, etc., then it is necessary that someone (ie someone within the local) who is interested in the particular good cause should volunteer to take charge of the process, and act as the local's agent in ensuring that the proper steps are taken.
If the local is handling this privately, e.g. giving a few machines to a school or selling one to a member of staff, then basically the same procedures should be followed.

3. Other computer equipment that has no further use should be disposed of by an authorized contractor, who will guarantee that all data is destroyed, and that equipment will be properly recycled or disposed of.

Deleting Data: technical aspects

Before disposing of any computer system, it is vital to remove all traces of data files. Merely deleting the visible files is not sufficient to achieve this, since data recovery software could be used by a new owner to "undelete" such files. The disk-space previously used by deleted files needs to be overwritten with new, meaningless data - either some fixed pattern (e.g. binary zeroes) or random data. Similarly, reformatting the whole hard disk may not in itself prevent the recovery of old data as it is possible for disks to be "unformatted".

The most well-known tool for fully wiping old data files is the "Wipe Info" module of the Norton Utilities suite for PC and Macintosh systems. This will completely wipe the contents of any specified files, or the whole of the free space on the disk. However, this approach still assumes that you have located every file that needs to be taken care of, which may not always be easy.

A better approach is to reformat the hard disk, installing a clean copy of the original operating system, and then run Wipe Info on the free space. This should leave a machine in a suitable state for disposal.

Older versions of Norton Utilities included a utility called "WipeDisk" which could fully wipe the entire hard disk on a PC booted-up from a floppy disk. Other utilities of this type are available.

Virtually every PC is bought with a licence for the operating system supplied with it. A machine can therefore be legitimately disposed of with a freshly installed copy of the same system. However, you should not install a later copy of the system software.