



# Policy

## **Article 1: Structure and Meetings**

### **1.01 Executive**

- a) The President shall chair Executive meetings
- b) The Executive shall hold an annual orientation session. The purpose of the orientation will be
  - i. to familiarize new Executive members with the policies and procedures of the association
  - ii. to set goals and priorities for the upcoming year
  - iii. assign the responsibility of implementing those goals and priorities to members of the Executive
- c) The President shall provide a written report to each Executive and Council meeting.
- d) Chairs of standing committees shall provide a written report to each Executive and Council meeting
- e) The President shall represent the Association at regional and provincial meetings and shall act in a liaison role with the Manitoba Teachers' Society and other Association Presidents.
- f) The Executive shall establish ad hoc committees as needed. One member of the Executive shall be appointed to chair the committee. The President shall communicate the need for the establishment of such committee and solicit participation from the general membership.
- g) The Association shall maintain an office for the President and Vice President. The budget for the office(s) will be determined at the annual budget meeting.
- h) The Association shall annually have the financial statements duly audited or financially reviewed by an external accountant as determined by Council. The Treasurer will be responsible for submitting all records to the auditor. The audited/reviewed financial statements shall be kept on file in the Association office, and be available to Head Councillors on request.
- i) The President shall maintain communication with members of our community who affect public education policy and shall invite such members to address the membership at the request of Council.
- j) The Association shall adopt By-law II of The Manitoba Teachers' Society as the official rules of order at all meetings.

## 1.02 Council

- a) The Vice President shall chair Council meetings
- b) Each school/workplace shall appoint/elect a representative to act as the Head Councillor. The role of the Head Councillor is as follows:
  - i. to act as the liaison person between the staff and the SOTA Executive and Council
  - ii. to attend all Council meetings, and ensure that other Councillors are also in attendance. If one or more Councillors is unable to attend, the Head Councillor will attempt to arrange for an alternate to be at the meeting
  - iii. to set a schedule of meeting dates and locations at the September meeting
  - iv. to ensure that all Councillors receive the agenda for each meeting, committee reports and other relevant information, which will be sent to schools/workplaces approximately one week prior to the meeting by the Association President
  - v. to make regular SOTA reports to staff on issues raised at Council and information received from the SOTA office
  - vi. to ensure that SOTA Council minutes are stored and available to SOTA members in their school/workplace upon request.
  - vii. to distribute material, handle tickets, or provide information for the SOTA newsletter
- c) The Association shall hold a biannual orientation session for Head Councillors within the first month of the school year. The purpose of the orientation shall be:
  - i. to review roles and responsibilities of Head Councillors, Councillors and Executive.
  - ii. to familiarize Head Councillors with the Collective Agreement, Constitution and Policies of the Association
  - iii. to review the goals and priorities as set by the Executive

### **1.03 External Committee Representation**

a) If the Association is requested to provide representation on a committee or event external to the Association, in an official capacity, the Executive shall use the following procedures:

- i. the Executive shall carefully consider whether or not the Association shall provide representation
- ii. the President shall participate or appoint a designate to participate
- iii. the Executive shall inform Council of the nature and mandate of the committee and the names of the Association representative(s)
- iv. the representative(s) shall be required to report regularly to the Executive and Council on the work of the committee

b) Any conclusions, recommendations, or policies resulting from the deliberation of any external committee on which Association representatives sit, be considered to have Association agreement/concurrence only after a specific motion(s) approving or accepting such conclusions, recommendations, or policies is passed by Council.

### **1.04 Participation in Conferences/Conventions**

a) If a conference or convention is deemed appropriate for participation by SOTA Executive members, the following priority order shall be used to select SOTA participants based on the number of spots approved:

- i. SOTA President
- ii. SOTA Vice President
- iii. SOTA Executive members

b) If there are more SOTA Executive members interested in attending the conference/convention than there are spots available, interested SOTA Executive members will have the opportunity to speak to their reason and rationale for attending the conference/convention.

c) All SOTA Executive will vote anonymously up to the number of available spots, and the President and Vice President will tally the results.

d) In case of a tie, additional rounds of voting by all SOTA Executive will take place with only those tied candidates on the ballot, until spots are filled.

## **Article 2: Manitoba Teachers' Society Events**

### **2.01 Annual General Meeting**

- a) The following priority order shall be used to select the appropriate number of delegates to the AGM of Provincial Council, as well as to select alternates:
- i. Executive members
  - ii. Resolutions Committee members
  - iii. Council members
  - iv. General members
- b) If there are more members interested in being delegates than there are spots available for the AGM of Provincial Council, interested members will submit a short biography to the SOTA Resolutions Chairperson demonstrating their interest to attend the AGM of Provincial Council.
- c) Executive will vote to appoint delegates to the AGM of Provincial Council.
- d) All Association resolutions shall be approved by Council before submission.
- e) All nominations made by the Association for positions on the Provincial Executive shall be endorsed by Council.
- f) SOTA delegates shall not speak or vote against a resolution presented by SOTA
- g) The SOTA Resolutions Chair will submit an AGM of Provincial Council report to the Executive and Council meetings that follow the AGM of Provincial Council.

### **2.02 MTS Sports Tournaments**

For each sporting event sponsored by MTS, the Association shall allocate twice the amount of one entry fee to be divided equally by the number of teams wishing to enter.

## **Article 3: Association Procedures**

### **3.01 Financial Transactions**

- a) Banking Signing Authority
- i. The Association will have four (4) signing authorities with the Association's financial institution. They will be the Association: President, Vice-President, Treasurer, and Secretary.
  - ii. Any cheques issued requires two signatures from those listed in the SOTA Policy 3.01.a.i.
  - iii. Online access to only review Association accounts are available to those in SOTA Policy.
  - iv. The Association Vice-President and Secretary shall have the authority to electronically transfer funds between the Association's Chequing and Savings accounts. Transactions will be

monitored by the Association Treasurer as part of the monthly account reconciliation. When a transfer occurs the Association Treasurer will highlight this in their monthly report to Executive and Council.

b) Reimbursements

i. Reimbursement forms should primarily be approved by the President, except their own. The President's reimbursement form should primarily be approved by the Association Vice-President. If the Association President or Vice-President are not able to sign a reimbursement form, the Association Secretary would be able to do so.

ii. Whomever approves a reimbursement will not be allowed to be a signatory to the cheque issued as outlined in SOTA Policy 3.01.a.ii.

iii. any of the signing authorities outlined in 3.01.a.i of the SOTA Policy are not allowed to approve their own reimbursement forms nor sign their own reimbursement cheques.

### **3.02 SOTA Scholarship**

a) The SOTA Scholarship is given to a graduating student who is planning to enter a post-secondary program of study leading to a career in Education, in a teaching or teacher clinician role.

b) The amount of the SOTA award is to be determined at the annual budget meeting.

c) Awards will be made each year to the (maximum of) five applicants who best meet the criteria presented herein.

d) The decision as to which students will receive the SOTA Scholarship will be made by a selection committee appointed each year by the Executive.

e) Applicants will be required to submit:

- i. a 500-word written submission to the selection committee detailing their future goals and desire to pursue a career in Education. This written piece should answer the following question:

Why are you passionate about pursuing a career in Education, such as teaching, speech and language pathology, school psychology or school social work?

- ii. three references, including one from a SOTA member from the student's school. One or more of these letters should address the student's leadership qualities.

f) A special presentation of the scholarship will be made to the recipients at the annual SOTA reception.

g) The President (or designate) will present the scholarship at the annual convocation ceremonies upon request by the school.

h) Provided that proof of registration from the post-secondary institution is presented when claiming the scholarship, recipients of the award will receive the scholarship amount in full.

i) To ensure anonymity of applicants, any identifying indicators (school letterhead, names of teachers/staff, gendered pronouns, and reference to school-specific teams or clubs) will be redacted prior to review by the selection committee.

j) Scholarships must be redeemed within 5 years of the awarded date. This information will be included in the letter of award to the recipients.

### **3.03 Charitable Donations**

In the event of a member's death, a donation of one hundred dollars (\$100) shall be sent to the first named charity as requested in the deceased member's obituary. A member shall be considered to be in good standing as outlined in the Manitoba Teachers' Society Bylaw I, Part 3 – membership. If no charity is mentioned, the donation shall be made to a charity as designated by the Executive.

### **3.04 Recognition and Retirement**

a) The Association shall host annually an event to recognize teachers who have been SOTA members for twenty-five years and SOTA members who are retiring. The event will take place in June and will be open to all SOTA members.

b) Recognition for twenty-five years of membership

Teachers who have been members of the Association for twenty-five years shall receive a gift in recognition of their service. The gift will be presented at the annual SOTA recognition/retirement event.

c) Retirement

i. The Association shall host annually an event in honour of retiring members

ii. Retiring members shall receive a gift from the Association in recognition for their service

d) New Teacher Recognition

The Association shall host annually an event to recognize new SOTA members. The event will take place in the fall.

### **Article 4: SOTA Publications**

a) The SOTA website will contain the following publications:

i. the Collective Agreement

ii. the SOTA Constitution

- iii. SOTA policies
- iv. Information pertaining to employee benefit and insurance plans
- v. Other information as required

#### **Article 5: Strike of Unionized Employees**

- a) Association members must continue to perform the duties required of them by contract and statute.
- b) Association members should respect other employees' right to strike and should not participate in strike-breaking activities.
- c) Association members must cross orderly picket lines. Unless there is a genuine risk of violence against them, members would be in breach of their individual Limited Teacher-General and Teacher-General contracts and the Public Schools Act prohibiting against teachers striking.
- d) Association members should not solicit volunteer help in the event of a strike. Volunteers must have official School Board Approval prior to their admittance to classrooms.
- e) Association members should not perform any tasks normally performed by striking employees (e.g.; secretarial, maintenance, custodial, clerical).

#### **Article 6: Voting Procedures**

- a) In all cases where membership votes are taken, the Head Councillor shall act as the returning officer in the school/workplace.
- b) Voting for the election of SOTA Executive members shall be done in accordance with the Constitution and the Chief Returning Officer (General Secretary of MTS).
  - i. Biographies for the SOTA Nominations Slate – candidates will submit to the Returning Officer (Past President or designate) on or before the deadline a short professional biography, which shall not exceed two hundred fifty (250) words, for inclusion on the Nominations Slate.
  - ii. Election Statement for the SOTA Nominations Slate – candidates may also submit to the Returning Officer (Past President or designate) on or before the deadline, an election statement, which shall not exceed two hundred fifty (250) words, for inclusion on the Nominations Slate.
  - iii. The SOTA Executive will approve the structure/format of the SOTA Nominations Slate and ballot.
- c) Voting for the ratification of the Collective Agreement shall be done in accordance with the Constitution.



- d) If Provincial Bargaining is in place, voting ratification will be carried out as outlined in the Manitoba Teachers' Society Provincial Bargaining Protocol. The Local Bargaining Representative will be responsible for any local responsibilities as directed by the Society, in collaboration with the Local President.

The Local Association President shall forward the names of the Local Bargaining Representative and Delegates to The Manitoba Teachers' Society by the deadlines set by the Society. The number of eligible Delegates will be determined by the Society's General Secretary. Local and Replacement Delegate selection shall be in accordance with the Provincial Bargaining Protocol.

The Local Bargaining Representative shall be elected by the general membership of the local. The Local Bargaining Representative will remain in the position and shall continue the process until either the current round of provincial bargaining has concluded or the Representative is no longer able to continue in the position. The Representative shall serve as the Returning Officer for the election of Delegates to the Regional meetings and Provincial Seminars, be responsible for submitting written reports of the activities thereof to the Local Executive and Council, and for making recommendations to the Executive at such times and in such manner as the Executive may from time to time decide, including attending Executive or Council meetings as requested, and other duties as outlined in the MTS Provincial Bargaining Protocol.

An Economic Welfare Committee of Local Representatives shall be formed from the general membership. One or more members shall be from the Local Executive. The Chair shall be the Local Bargaining Representative.

Delegates to the Provincial Bargaining Seminars will be elected by and from the Economic Welfare Committee. The composition of the Delegation shall consist of Local Bargaining Representative, other member representative of all school levels and school principals and/or vice principals, as affirmed by the Local Executive.

The Delegates to the Regional Provincial Bargaining meetings shall be the Delegates to the Provincial Bargaining Seminars and any additional members required be elected by and from the Economic Welfare Committee.

If a member is no longer able to serve as the Local Bargaining Representative or Delegate, the Local Executive shall determine a Replacement Delegate or Replacement for the Local Bargaining Representative. The name of any Replacement Delegate, along with the Local Delegate they are replacing, shall be submitted to the Society by the Local president or designate shortly after the Replacement Delegate is named.

- e) The Association shall hold a referendum vote on any issue that will result in mandatory participation in a benefit plan. A two-thirds majority is required for the vote to pass.

**Article 7: Policy Amendments**

a) Any amendments or additions to the SOTA Policy shall be made using the following procedure:

- i) Notice of motion provided to Council in writing
- ii) amendments or additions will be approved by simple majority of Council.