

OPERATIONAL GUIDELINES

Calgary Separate Local #55

Approved by C.S.R. May 31, 2011

1.0 **Operational Guidelines of Calgary Separate Local #55**

1.1 **Rationale:**

The Operational Guidelines define those directives and activities that transform the Constitution into a working document.

1.2 **Function:**

- 1.2.1 To ensure a consistency of approach on all issues addressed by the constitution.
- 1.2.2 To ensure that orderly procedures are established for continuation of program and execution of budget.

1.3 **Procedures:**

- 1.3.1 Amendments to the Operational Guidelines require a one-month notice of motion to the Council of School Representatives.
- 1.3.2 Two-thirds of the votes cast are required to pass an amendment.

1.4 **Membership:**

1.4.1 **General Membership** on committees of the Local is restricted to:

- 1.4.1.1 Full time teachers,
- 1.4.1.2 Part time teachers,
- 1.4.1.3 Substitute teachers,
- 1.4.1.4 Teachers on leave,
 - 1.4.1.4.1 Sabbatical – if applicable fees have been paid,
 - 1.4.1.4.2 Deferred Salary – if applicable fees have been paid,

1.4.2 **General Membership Rights:**

- 1.4.2.1 Voting members of Executive may not serve on other regular standing committees of the Local unless appointed as Liaison Officer to that committee.
- 1.4.2.2 Regular Committee Membership is restricted to no more than two committees of the Local.

1.4.3 **Liaison Membership:**

- 1.4.3.1 A Liaison Officer appointed by Executive Committee shall also hold membership on appointed committees.
- 1.4.3.2 Shall be non-voting.^{03/16/02}

1.4.4 **Term of Office:**

- 1.4.4.1 Unless otherwise stated, each committee member shall be elected for a one-year term.
- 1.4.4.2 On those committees where election is for more than one year, the individual committee definition will determine the term.

1.4.5 **Chair:** Where committees elect their Chairs, election shall be for a term of one year.

1.5 **Budget:**

- 1.5.2 **Program:** budget funding is made available to achieve the goals and objectives of committees of the Local. These goals are presented and approved in the Local budget when presented to the Council of School Representatives.
- 1.5.3 **Committee:** this budget item represents the purchase of meals for committee members.

2.0 **Committees of the Local**

2.1 **Rationale:**

- 2.1.1 Standing Committees exist to address ongoing concerns of teachers in the Local.
- 2.1.2 From time to time, on an as needs basis, ad hoc committees will be formed to meet immediate needs.
- 2.1.3 Upon failure of any committee of the Local to comply with the Constitution or to conform to the Operational Guidelines, the Executive Committee, subject to the approval by the Council of School Representatives, may withdraw all financial or constitutional support.

04/24/01

2.2 **Function:**

2.2.1 The **Standing Committees** shall consist of the following: 04/24/01

- 2.2.1.1 Advisory
- 2.2.1.2 Charities
- 2.2.1.3 Communications
- 2.2.1.4 Constitution
- 2.2.1.5 Council of School Representatives
- 2.2.1.6 Economic Policy
- 2.2.1.7 Executive
- 2.2.1.8 Finance
- 2.2.1.9 Policy and Resolutions
- 2.2.1.10 Political Engagement 01/25/11
- 2.2.1.11 Professional Development
- 2.2.1.12 Professional Growth Subsidy
- 2.2.1.13 Professional Recognition 04/30/92
- 2.2.1.14 Social
- 2.2.1.15 Substitute Teachers 04/30/92
- 2.2.1.16 Table Officers
- 2.2.1.17 Partnering Committee 03/27/07

2.2.2 **Ad Hoc committees** will be struck as needs arise. Ad Hoc committees exist for:

- 2.2.2.1 time specific action.
- 2.2.2.2 commission specific action. 03/16/02

2.3 **Procedures:**

- 2.3.1 Each standing committee shall operate under an Operational Guideline as approved by the Council of School Representatives.
- 2.3.2 Each standing committee shall ensure that a continuing record of its activities is kept and shall report as required to the Executive Committee and the Council of School Representatives.
- 2.3.3 Each year each standing committee shall submit a detailed budget proposal to the Finance Committee listing all anticipated expenses for the forthcoming year. 04/24/01
- 2.3.4 Ad hoc committees shall operate under the general guidelines laid out when their commission is formulated.

2.3.5 **Elections:**

2.3.5.1 **Election of Executive Committee:**

2.3.5.1.1 Nominations for voting members of Executive shall be received no later than 5:00 pm on the Monday before the March Council of School Representatives' meeting. 03/30/10

2.3.5.1.2 Election Day will be fixed by the Past President and the Executive Assistant in the week preceding the May Annual Representatives Assembly (ARA). 04/24/01

2.3.5.1.3 Elections shall take place by secret ballot at the time appointed as per 2.3.5.1.2.

2.3.5.1.4 Results will be announced to the May Council of School Representatives' meeting.

2.3.5.2 **Elections of Standing Committees:**

6.2.1.4.1 Nominations to Committees shall be made at the May meeting of the Council of School Representatives.

6.2.1.4.2 If positions remain unfilled, the Past President will seek to fill the vacant positions at subsequent council meetings.

2.3.6 **Quorum:** shall be the number necessary to pass a motion if the entire committee were present. 03/16/02

2.4 **Membership:**

2.4.1 **General Membership:**

Committees of the Local shall be comprised of individuals elected by the Council of School Representatives.

2.4.2 **Liaison Membership:**

6.2.2.1 An Liaison Officer may be appointed by Executive Committee.

6.2.2.2 If a committee is assigned a Liaison Officer, then the first meeting in the new school year shall be called by the Executive liaison. 04/24/01

2.4.3 **Attendance**

2.4.3.1 It shall be the duty of each member of standing and ad hoc committees to inform the Chair in advance of his/her inability to attend any meeting of the standing committee.

2.4.3.2 Failure to attend two consecutive or three cumulative standing committee meetings in any one school year shall result in forfeiture of office subject to review by the committee. 04/30/92

2.4.3.3 If a teacher is on sick leave or long-term disability from the District, they are relieved of duties in relation to their committee responsibilities. 03/16/02

2.4.4 **Term of office:** Each member shall be elected for a term as noted within each committee's definition.

2.4.5 **Chair:** Where possible, each committee shall elect it's own Chair on a yearly basis.

2.5 **Budget:**

2.5.1 **Program:**

2.5.1.1 These funds are intended for use by the committee in order to carry out its mandate.

2.5.1.2 If a committee should meet through a supper hour, then the committee Chair is authorized to purchase sufficient meal from the Program line. However, if the meeting is indicated to be a "Dinner Meeting" the funds will then be expended from the Committee line.

2.5.2 **Committee:**

2.5.2.1 Finance Committee recommends that a specified amount be budgeted each year for each member of each committee. The fund is to be used to purchase a "dinner meeting."

3 COMMITTEE CHAIRS

3.1 Rationale:

- 3.2.1 To direct the activities of committees in accordance with the Operational Guidelines.
- 3.2.2 To report upon the request of the President or their Executive Liaison to the Executive Committee and/or Council of School Representatives concerning the activities of their committee. 04/24/01

3.2 Function:

- 3.2.1 Chairs of Committees are expected to attend all meetings of Council of School Representatives (CSR) and General Meetings. 03/96
- 3.2.2 The Responsibilities of the Standing Committee Chairs are:
 - 3.2.2.1 To operate their committee in accordance with the Operational Guidelines concerning their committee.
 - 3.2.2.2 To maintain an accurate record of the proceedings of the committee and to forward these minutes to the President as soon as possible.
 - 3.2.2.3 To prepare an outline of the committee's proposed activities for the year and to present this outline to the September meeting of Executive.
 - 3.2.2.4 To monitor the expenditures of the committee's program and committee budget lines in order that these not be exceeded.
 - 3.2.2.5 To submit proposals for changes to the committee's Operational Guidelines to the Constitution Committee by February 27.

3.3 Procedures: The Responsibilities of the Members of the Standing Committees are:

- 3.3.1 To attend all meetings of the Committee.
- 3.3.2 To inform the Chair, in advance, if unable to attend the meeting. Failure to attend two cumulative committee meetings in any one-year shall result in forfeiture of committee membership subject to review by the committee.
- 3.3.3 To assist the committee to fulfill it's planned activities.

3.4 Term of office: as per the Operational Guidelines.

3.5 Budget:

- 3.5.1 **Program:** Chairs are responsible for ensuring that expenditures fall within the submitted program that has been approved by CSR.
- 3.5.2 Finance Committee has determined that if a committee meeting extends through the normal dinner hour, then the Chair may purchase dinner for their committee and submit the receipt for reimbursement assigned to the Program budget line.
- 3.5.3 **Committee:** Finance committee has allocated a set amount per member of committee to be used during the school year for meals. These funds may be used for specified meals or may be used to provide each meeting with amenities as the committee determines.

3.5.4 **Travel and Meeting Allowance**: as per Local budget.

4.0 **COMMITTEE MEMBERS**

4.1 **Function:**

Committee members shall help their committee to achieve the goals and objectives as set out by CSR and the Operational Guidelines.

4.2 **Procedures:**

The members of committees shall be elected by CSR.

4.3 **Membership:**

4.3.1 Each committee shall be comprised of individuals as defined by the committee's Operational Guidelines.

4.3.2 **Term of office:**

4.3.2.1 will be determined by the committee definition.

4.3.2.2 if elected to complete a partial term, the member shall be elected only to the remainder of that term. 03/16/02

4.4 **Budget:**

4.4.1 **Program:** these funds are meant to allow the committee to carry out its mandate.

4.4.2 **Committee:** these funds are meant provide for two specified meals for committee members.

5.0 **LIAISON OFFICERS**

5.1 **Rationale:** The Liaison Officers will serve as the method of Executive Committee keeping an open information flow between committees.

5.2 **Function:**

The Liaison Officers will report on the activities of their assigned committees or request that the Chairs of their Committees make the report to Executive.

04/24/01

5.3 **Procedures:** The Liaison Officer ensure a flow of information by:

5.3.1 Attend all the regularly scheduled committee meetings and any emergent committee meetings. 03/27/07

5.3.2 Reporting to Executive Committee on the proceedings of the assigned committee.

5.3.3 Reporting to Council of School Representatives in the absence of the committee Chair.

5.3.4 Requesting that the committee Chair report to Executive Committee.

5.4 **Membership:**

5.4.1 The following voting members of Executive shall be assigned liaison committees:

5.4.1.1 Vice-president Community Relations 01/25/11

5.4.1.2 Vice-president Member Engagement 01/25/11

5.4.1.3 Divisional Representatives

5.4.1.4 Principals' Representative

5.4.1.5 Non-School Based Representative. 04/24/01

5.4.2 The following committees shall have Liaison Officers assigned:

5.4.2.1 Charities Committee 01/25/11

5.4.2.2 Professional Growth Subsidy Committee

5.4.2.3 Social Committee

5.4.2.4 Substitute Teachers Committee

5.4.2.5 ad hoc committees. 04/24/01

5.4.3 **Liaison Officers** shall:

5.4.3.1 Be non-voting members of their assigned committees. 03/16/02

5.4.4 **Term of office:**

Appointment to specified committees, as noted in 5.4.2, shall occur at the first Executive Meeting of the school year. .

6.0 COUNCIL OF SCHOOL REPRESENTATIVES (CSR)

6.1 Rationale:

- 6.1.1 The Council of School Representatives (CSR) forms the general legislative body of the Local.
- 6.1.2 This council governs all decisions, directives, actions, and policies of the Local.
- 6.1.3 This council may serve as a General Meeting of the Local.

6.2 Function: The function of CSR is to:

- 6.2.1 Govern the activities of the Local's committees by:
 - 6.2.1.1 Recommending and ratifying appointments to all standing committees.
 - 6.2.1.2 Approving the Operational Guidelines of the Local.
 - 6.2.1.3 Hearing reports from committees as requested by the Executive. 04/24/01
 - 6.2.1.4 Hearing reports from committees as requested by the Council.
- 6.2.2 Direct the financial activity of the Local by receiving, considering and approving:
 - 6.2.2.1 The annual budget.
 - 6.2.2.2 Expenditures in excess of \$300.00 not provided for in the Local's budget.
 - 6.2.2.3 The annual, audited Financial Statement.
- 6.2.3 Hear public matters of concern from teachers across the Local and to direct action if necessary.
- 6.2.4 Receive reports and make recommendations to General Meetings of teachers if deemed appropriate.
- 6.2.5 Determine if any specific action is required and then to direct that the action be carried out.
- 6.2.6 Deal with other matters not inconsistent with the Local's Constitution or the Alberta Teachers' Association general By-laws.
- 6.2.7 Elect the Local's Representatives to the Calgary City Teachers Convention Association (CCTCA). 04/24/01

6.3 Procedures:

- 6.3.1 The Council of School Representatives shall meet during the year at least five times.
- 6.3.2 Any meeting of the Council of School Representatives may be superseded by a meeting of the General Assembly.

6.4 Membership:

- 6.4.1 The actual members of the council shall be:
 - 6.4.1.1 All members of Executive Committee.
 - 6.4.1.2 All Chairs of Committees of the Local.
 - 6.4.1.3 All School Representatives. (1 rep. per 20 teachers or part thereof).
 - 6.4.1.4 Two (2) representatives of Substitute Teachers.
 - 6.4.1.5 Representatives from the U of C student Local.

6.4.2 **Executive and Committee Chairs**

- 6.4.2.1 Shall attend the council and be responsible to report when called upon.
- 6.4.2.2 Executive Committee members shall not be eligible to serve as a school staff representative.

6.4.3 **School Representatives:**

- 6.4.3.1 Shall be elected on a yearly basis.
- 6.4.3.2 School Representatives shall be formally elected by each school staff according to the following formula: Each school shall be allowed one elected member for each twenty (20) members on staff or a portion thereof. The same shall apply to non-school based personnel. 04/24/01
- 6.4.3.3 Each staff may elect an alternate school representative. 04/24/01
- 6.4.3.4 In no case shall the number of school representatives and/or alternate from a staff voting at a meeting of the Council of School Representatives exceed the number of representatives to which the staff is entitled according to 6.4.3.2. 04/24/01

6.4.4 **Substitute Teachers' Representative**

Shall be elected by the Substitute Teachers Committee members.

6.5 Duties of School Representatives: The school reps shall:

- 6.5.1 attend all meetings of the Council of School Representatives or ensure that the alternate representative shall be in attendance to vote in his/her place. 04/24/01
- 6.5.2 bring before the Council of School Representatives any matters of concern to the staff.
- 6.5.3 ensure that those whom they represent are informed of the business of the Council of School Representatives.
- 6.5.4 disseminate information or material from the Local or Provincial Association.
- 6.5.5 conduct the electoral ballots within their schools.

6.6 **Chair:** The president, or designate, shall chair the Council meeting.

6.7 **Budget:**

- 6.7.1 **Program:** as per Local budget and Operational Guidelines: 2.5.1
- 6.7.2 **Committee:** as per Local budget and Operational Guidelines: 2.5.2
- 6.7.3 Approve any expenditure from the General Contingency line of the budget. 01/25/11

7.0 **TABLE OFFICERS**

7.1 **Rationale:**

To administer the affairs of the Local as outlined in the Constitution and Operational Guidelines.

7.2 **Function:**

7.2.1 To assume the functions of the Executive Committee in all emergent matters in Association affairs.

7.2.2 To prepare agendas and set meeting dates for the coming year.

7.2.3 To negotiate a contract of employment with the Executive Assistant.

03/26/95

7.3 **Procedures:**

7.3.1 All members of Table Officers shall be voting members except for the Executive Assistant.

7.3.2 Meetings of Table Officers will be called:

7.3.2.1 by the President,

7.3.2.2 or at the request of an officer of The Alberta Teachers' Association,

7.3.2.3 or at the request of the Calgary City District Representative.

7.3.3 **Quorum**

7.3.3.1 Three Table Officers (voting members) shall constitute a quorum. 04/30/92

7.3.3.2 It shall be the duty of each member of Table Officers to inform the President, in advance, of his/her inability to attend any meeting of the Table Officers Committee. 04/30/92

7.3.4 Failure to attend two (2) consecutive or three (3) cumulative Table Officers meetings in any one school year, shall result in forfeiture of office subject to review by the Executive Committee. 04/30/92

7.4 **Membership:**

7.4.1 The members of Table Officers shall be:

7.4.1.1 President

7.4.1.2 Vice President: Member Engagement 01/25/11

7.4.1.3 Vice President: Community Relations 01/25/11

7.4.1.4 Secretary

7.4.1.5 Past President

7.4.1.6 Executive Assistant

7.4.1.7 Treasurer

7.4.2 The Chair of Table Officers Committee shall be the President.

7.4.3 Nominations for Table Officers shall be received on the Monday before the March meeting of the Council of School Representatives.

01/25/11

7.5 **Budget:**

7.5.1 **Program** as per Local budget and Operational Guidelines: 2.5.1

7.5.2 **Committee**: as per Local budget and Operational Guidelines: 2.5.2

8.0 **PRESIDENT of the Local**

8.1 **Rationale:**

To act as the official spokesperson of the Local association in matters of concern to its members. 03/26/95

8.2 **Function:** The specific responsibility of the president, in addition to those defined in the constitution, is to:

8.2.1 convene a meeting of the incoming standing committees and act as Returning Officer in the election of a new Chair or have one of the Vice-Presidents attend to act as the Returning Officer. 01/25/11

8.2.2 call all regular or special meetings of the Local.

8.2.3 call and preside over all regular and special meetings of the General Assembly and the Executive Committee.

8.2.4 preside over the September and June meetings of the Council of School Representatives. 01/25/11

8.2.5 be in charge of any official delegation of the Local association.

8.2.6 act as official liaison with the Provincial Association. 06/26/95

8.2.7 ensure that statements and reports are sent to the Provincial Association as required. 03/26/95

8.2.8 perform all other functions usually attributed to this office.

8.2.9 bring before the Executive all communications received by the Local association, which requires Executive attention. 03/26/95

8.3 **Procedures:**

8.3.1 The President will conduct the business of the Local based on a .50 full time equivalent job designation.

8.4 **Membership:** The President shall:

8.4.1 be an ex officio member of all standing committees. 04/24/01

8.4.2 serve as Chair of the following committees:

8.4.2.1 Table Officers

8.4.2.2 Executive

8.4.2.3 CSR or designate as deemed appropriate

8.4.3 The President shall, in conjunction with the Past President, Treasurer and Executive Assistant, be one of the signing officers of the Local.

01/25/11

8.4.4 **Term of office:**

The President shall be elected for a two (2) year term to a maximum of two (2) consecutive terms. 03/27/07

8.4.4.1 if a president shall resign their office before the expiration of the term:

8.4.4.1.1 and the number of months remaining in the term is less than three (3), then the Executive Committee shall elect one of the Vice-Presidents to serve as Interim President,

24.4.7.1.1 the number of months remaining in the term exceeds 3, then an election shall be called forthwith. 03/27/07

8.5 **Budget:**

8.5.1 **Program:** no amount has been allocated

8.5.2 **Committee:** no amount has been allocated.

8.5.3 **President's Contingency:** an amount has been set into the budget to be dealt with at the President's discretion.

9.0 **VICE-PRESIDENT: MEMBER ENGAGEMENT** 01/25/11

9.1 **Rationale:** The Vice-President Member Engagement shall aid the President in administering the Local. 01/25/11

9.2 **Function:** the Vice-President, Member Engagement, will 01/25/11

9.2.1 chair:

9.2.1.1 the Professional Recognition Committee 01/25/11

9.2.1.2 approximately 50% of the meetings of the Council of School Representative. 01/25/11

9.2.2 act as liaison between Executive and committees of the Local. 04/24/01

9.2.3 act as lead of the School Representative (SR) project leading the training and mentoring of CSR members. 01/25/11

9.2.4 promoting involvement in the Local as a worthwhile professional and personal growth opportunity for members. Recruitment of volunteers. 01/25/11

9.2.5 contribute articles and information to the newsletter and website relating to member engagement when appropriate. 01/25/11

9.2.6 assist in planning General Meeting topics and agendas with a focus to engaging members to attend the meeting. 01/25/11

9.3 **Procedures:**

9.3.1 Attend all training programs offered by the ATA related to the SR project and supporting CSR members. 01/25/11

9.4 **Membership:** The Vice-***President Member Engagement*** shall: 01/25/11

9.4.1 be elected for a two(2) year term to a maximum of two (2) consecutive terms. 03/27/07

9.4.2 serve as chair of the:

9.4.2.1 Professional Recognition Committee 01/25/11

9.4.2.2 50% of the CSR meetings. 01/25/11

9.4.3 serve as an Executive Liaison Officer.

9.4.4 be member of the following committees:

9.4.4.1 Table Officers

9.4.4.2 Executive Committee

9.4.4.3 CSR

9.4.4.4 ***Professional Recognition*** 01/25/11

9.5 **Budget:**

9.5.1 **Program:** no amount has been allocated

9.5.2 **Committee:** no amount has been allocated

9.5.3 **Travel and Meeting Allowance:** per Budget

10.0 VICE-PRESIDENT: COMMUNITY RELATIONS^{01/25/11}

10.1 **Rationale:** The Vice-President Community Relations shall aid the President in administering the Local.

10.2 **Function:** The Vice-President Community Relations shall:

10.2.1 serve as a link between the Local Association the Education Community

10.2.2 ensure that the Local is represented regularly at District Board of trustee meetings.

10.2.3 act as link between the Local and the school district; Unions; and other employee groups in coordination with the President and/or when the President is not available.

10.2.4 monitor District announcements and budget, reporting back to the President and Executive when warranted.

10.2.5 act as Local representative on the "District Day Committee".

10.2.6 act in the role of Hospitality Coordinator for the Local.

10.2.7 Ensure that applications for Public Relations Grants are submitted yearly and that the Local maintains a public relations presence.

10.3 **Procedures:** The Vice-President Community Relations shall:

10.3.1 Chair approximately 50% of the meetings of the Council of School Representatives.

10.4 **Membership:** The Vice-President Community Relations shall:

10.4.1 be elected for a two-(2) year term to a maximum of two (2) consecutive terms. ^{03/27/07}

10.4.2 serve as chair of:

10.4.2.1 50% of the CSR meetings. ^{01/25/11}

10.4.3 be a member of the following committees:

10.4.3.1 Table Officers

10.4.3.2 Executive Committee

10.4.3.3 CSR

10.4.4 to be a Liaison Officer as assigned by Executive committee. ^{04/15/02}

10.5 **Budget:**

10.5.1 **Program:** no amount has been allocated

10.5.2 **Committee:** no amount has been allocated

10.5.3 **Travel and Meeting:** per Budget

11.0 **Secretary**^{02/26/08}

11.1 **Rationale:**

General supervision of office procedures.

11.2 **Function:** The general responsibilities of the Secretary will be that:

11.2.1 Ensure that accurate records of all proceedings of the local association are kept in order in accordance with the operational guidelines.

11.2.2 Ensure that statements and reports that may be required from time to time by the Alberta Teachers' Association are prepared and sent in accordance with the operational guidelines.

11.2.3 Ensure that notices calling all meetings whether regular, special, local council or executive committee are prepared and sent in accordance with the operational guidelines.

11.2.4 To exercise all functions of the secretary in accordance with the operational guidelines.

11.2.5 ensure that the Local receives the Annual Budget and Audited Financial Statement of the Calgary City Teachers' Convention Association. ^{01/25/11}

11.3 **Procedures:** The specific responsibilities of the Secretary are:

11.3.1 Act as recording secretary or make arrangements for the minutes of table officers, executive and CSR meetings..

11.3.2 To be responsible for maintaining accurate records of all proceedings of the Local Association, beyond those assigned to the Treasurer. The records are to be maintained in accordance with the Operational Guidelines

11.3.3 Receive and distribute information from the Alberta Teachers' Association.

11.3.4 To up-date and maintain a Calgary Separate Local #55 archive.

11.4 **Membership:**

11.4.1 **Term of Office:** The Secretary shall be elected for a two (2) year term to a maximum of two (2) consecutive terms.

11.4.2 The Secretary shall be a member of the following committees:

11.4.2.1 Table Officers

11.4.2.2 Executive

11.4.2.3 CSR

11.4.2.4 Partnering Committee

11.3.2.5 Finance Committee ^{01/25/11}

11.4.3 Shall be a liaison representative to the Calgary City Teachers' Convention Association

11.4.4 Shall be a Liaison Officer as assigned by the Executive Committee

11.5 **Budget:**

11.5.1 Program : no account has been allocated

11.5.2 Committee: no account has been allocated

11.5.3 Travel and Meeting: as per Budget

12.0 **TREASURER**^{02/26/08}

12.1 **Rationale:**

General supervision of the financial and office procedures shall be the major responsibility.

12.2 **Function:** The general responsibilities of the Treasurer will be to ensure that:

12.2.1 prior to June 30, the incoming Treasurer will, in consultation with the Executive Assistant:

12.2.1.1 Ensure that funds are transferred correctly and appropriate signing authorities are established for the coming fiscal year.

12.2.1.2 Ensure that short-term investments, if any, are arranged for the period July 1 to August 31 in conjunction with the outgoing Treasurer.

12.2.1.3 Become familiar with the accounting program used by ATA Local #55.^{09/09/97}

12.3. **Procedures:** The specific responsibilities of the Treasurer are:

12.3.1 To ensure that both long and short term investments, made in conjunction with the finance committee, are carried out.

12.3.2 To ensure that appropriate funds are forwarded to the Convention Committee as Provincial Rebates are received.

12.3.3 To authorize payment of travel and meeting allowances in two equal installments at the December and March meetings of Executive, or as otherwise agreed by the Treasurer and the individual.

12.3.4 To help prepare monthly statements of expenditures and revenue for the Executive and Council of School Representatives.

12.3.5 To present the monthly financial statements to Executive Committee and to the Council of School Representatives.^{09/09/97}

12.3.6 To ensure that a monthly itemized budget statement of expenditures is presented to Executive Committee and CSR.

12.3.7 To ensure that the necessary disbursements of funds of the local association, as authorized by the Executive Committee or Council of School Representatives, are carried out.

12.3.8 To ensure that an audited annual financial statement is submitted to the Finance Committee.

12.3.9 Chair the Finance Committee.^{01/25/11.}

12.3.10 To ensure that financial statements and reports are sent to the head office of the Provincial ATA treasurer annually.

12.3.11 To act, in conjunction with the President, Past President and/or the Executive Assistant, as one of the signing authorities for the Local.^{01/25/11}

12.3.12 To submit the Audited Financial Statement to Executive and CSR.^{01/25/11}

12.4. **Membership:**

12.4.1 **Term of Office:** The Treasurer shall be elected for a two (2) year term to a maximum of two (2) consecutive terms.^{03/27/07}

12.4.2 The Treasurer shall be a member of the following committees:

12.4.2.1 Table Officers

- 12.4.2.2 Executive Committee
- 12.4.2.3 CSR
- 12.4.2.4 Finance Committee.

12.5 **Budget:**

- 12.5.1 **Program:** no amount has been allocated
- 12.5.2 **Committee:**no amount has been allocated
- 12.5.3 **Travel and Meeting Allowances:** per Budget

13.0 **PAST PRESIDENT**

13.1 **Rationale:** To aid the President in administering the Local.

13.2 **Function:** The Past President shall:

- 13.2.1 at the December Executive meeting, introduce discussion on ways and means of encouraging teachers to be aware of positions and to get involved in the Local elections. 05/15/01
- 13.2.2 supervise the election of Local 55's Convention representatives at the February CSR meeting. 05/15/01
- 13.2.3 distribute nomination forms for Executive at the CSR in February and all other committees at least 3 weeks before the last Council of School Representatives' meeting prior to May 1. 04/30/10
- 13.2.4 The deadline for Executive nominations is no later than 5:00 pm on the Monday before the March Council of School Representatives' meeting. Candidates may present a speech at the April Council of School Representatives' meeting. 04/30/10
- 13.2.5 publish an election bulletin to be sent out by the end of the first week in May. 04/28/10
- 13.2.6 establish the Election Day and to establish balloting procedures. 05/15/01
- 13.2.7 announce Executive election results at the May Council of School Representatives' meeting. 05/15/01
- 13.2.8 present for election and/or ratification for the May Council of School Representatives' meeting the composition of the Standing Committees for the coming year. 05/15/01
- 13.2.9 The Past President shall, in conjunction with the President, Treasurer, and Executive Assistant, be signing officers of the Local. 01/25/11

13.3. **Procedures:** The Past President shall:

- 13.3.1 act as the Local's Returning Officer 04/24/0
- 13.3.2 call for nominations for Executive and Standing Committees of the Local. 04/24/01
- 13.3.3 submit to the Council of School Representatives a list of nominations for offices. 04/24/01
- 13.3.4 organize and carry out elections. 04/24/01
- 13.3.5 organize and carry out by-elections when vacancies occur. 04/24/01
- 13.3.6 help seek out candidates for nomination to Provincial offices. 04/24/01

13.4 **Membership:**

- 13.4.1 The Past President shall:
 - 13.4.1.1 chair the Constitution Committee. 03/26/95
 - 13.4.1.2 be a member of the Finance Committee. 03/26/95
 - 13.4.1.3 Table Officers 01/25/11
 - 13.4.1.4 Executive 01/25/11
 - 13.4.1.5 CSR 01/25/11

13.4.2 **Term of Office:**

- 13.4.2.1 The term of the Past President is dependant upon the action of the current president.

- 13.4.2.2 Election of Past President: Upon the position of Past President being vacant:
 - 13.4.2.2.1 The position will first be offered, in reverse chronological order, to previous presidents, Vice-Presidents, Secretaries, Treasurers.

01/25/11

13.5 **Budget:**

- 13.5.1 **Program:** no amount has been allocated.
- 13.5.2 **Committee:** no amount has been allocated.
- 13.5.3 **Travel and Meeting Allowance:** per Local budget.
- 13.5.4 **Support for Candidates:**
 - 13.5.4.1 up to \$500.00 for candidates for President Local #55.
 - 13.5.4.2 up to \$200.00 for all other candidates for Executive.
 - 13.5.4.3 up to \$500.00 for Local #55 candidates for Provincial Executive Council.
 - 13.5.4.4 up to \$1000.00 for Local #55 candidates for President Alberta Teachers' Association.
 - 13.5.4.5 All expenses must be supported with original receipts.

03/30/10

14.0 **EXECUTIVE ASSISTANT**

14.1 **Rationale:** To assist the teachers of the Local.

14.2 **Function:** The Executive Assistant will:

14.2.1 report to the Executive Committee and Council of School Representatives on issues and activities of concern to the Local.

04/30/92.

14.2.2 fulfill the duties of the Executive Assistant as outlined in the job description. 04/30/92.

14.3 **Procedures:** To carry out the assigned duties as noted in:

14.3.1 Job description

14.3.2 Office Procedure Manual

14.4 **Membership:**

The Executive Assistant is assigned membership on specified committees. See job description.

14.5 **Budget:**

14.5.1 **Program:** no amount has been allocated

14.5.2 **Committee:** no amount has been allocated

15.0 **EXECUTIVE COMMITTEE**

15.1 **Rationale:**

The Executive Committee will carry out the specific directives of CSR.

15.2 **Function:**

- 15.2.1 To exercise general supervision of the conduct of all committees of the local and issue directives where deemed necessary. 04/24/01
- 15.2.2 to ensure that directives of the C.S.R. are carried out.
- 15.2.3 To receive and act on reports of all standing committees. 04/24/01
- 15.2.4 To ensure the preparation and transmission to the Provincial Association such reports and statements with reference to the affairs of the Local association as may be required. 04/24/01
- 15.2.5 To supervise the allocation of funds as approved in the budget. 04/24/01
- 15.2.6 To ensure that all association money is used to further the objectives of the association.
- 15.2.7 To govern the position of the Executive Assistant by:
 - 15.2.7.1 hiring the Executive Assistant. 04/24/0
 - 15.2.7.2 setting and reviewing the job description of the Executive Assistant. 03/26/95
 - 15.2.7.3 maintaining a supervision and evaluation model. 04/24/01
- 15.2.8 To call the first meeting in the new school year of the standing committees when the position of chair is vacant through the liaison to each committee. 06/23/01

15.3 **Procedures:**

- 15.3.1 The Executive Committee shall meet a minimum of eight times during each school year.
- 15.3.2 The Executive Committee **may** assign membership to the Liaison Officers at the first Executive meeting of the year. 01/25/11
- 15.3.3 It shall be the duty of each voting member of the Executive Committee to inform the President in advance of his/her inability to attend any meeting of the Executive Committee.
- 15.3.4 Failure to attend two consecutive or three cumulative Executive Committee Meetings by a voting member in any one school year, shall result in forfeiture of office subject to review by the Executive Committee.

15.4 **Membership:**

- 15.4.1 **Term of office:** Except for the Past President and the Principals' Representative, membership shall be for two (2) year term to a maximum of two (2) consecutive terms. 01/25/11
 - 15.4.1.1 Nominations for voting members of Executive shall be received no later than 5:00 pm on the Monday before the March Council of School Representatives' meeting. 04/30/10
- 15.4.2 **Voting Officers:** The committee shall be comprised of sixteen (16) voting officers: 01/25/11
 - 15.4.2.1 President
 - 15.4.2.2 Vice-Presidents (2)
 - 15.4.2.3 Past-President

- 15.4.2.4 Treasurer
- 15.4.2.5 Divisional Representatives (4)
- 15.4.2.6 Non-school Based Teachers' Representative
- 15.4.2.7 Principals' Representative 04/24/01
- 15.4.2.8 Secretary 02/26/08
- 15.4.2.9 Local Communication Officer (LCO) 01/25/11
- 15.4.2.10 Local Political Engagement Officer (LPEO) 01/25/11
- 15.4.2.11 Coordinator of the Economic Policy Committee 01/25/11
- 15.4.2.12 Coordinator of the Professional Development Committee 01/25/11

15.4.3 **Non-voting Members:**

- 15.4.3.1 Chairs of Standing Committees when invited to attend,
- 15.4.3.2 Local 55 Members on Provincial Executive Council,
- 15.4.3.3 District Representatives (Calgary City), (act as Liaison Officers between the Local and Provincial Executive Council)
- 15.4.3.4 Executive Assistant. 04/24/01

15.4.4 **Liaison Officers:** The following officers may be assigned Liaison responsibilities:

- 15.4.4.1 Vice-Presidents
- 15.4.4.2 Divisional Representatives
- 15.4.4.3 Principals' Representative
- 15.4.4.4 Non-School Based Representative
- 15.4.4.5 Treasurer 01/25/11
- 15.4.4.6 Secretary 01/25/11
- 15.4.4.7 Local Communication Officer (LCO) 01/25/11
- 15.4.4.8 Local Political Engagement Officer (LPEO) 01/25/11

15.4.5 **Chair:** The President or designate will Chair the Executive Committee.

15.4.6 **Quorum:** The quorum of the committee shall be **eight (8)** of the voting members. 03/16/02

15.5 **Budget:**

15.5.1 **Program:** as per Local budget and Operational Guidelines: 2.5.1.

15.5.2 **Committee:** as per Local budget and Operational Guidelines: 2.5.2.

15.5.3 **Executive Committee Conference Line:**

- 15.5.3.1 The amount in the line shall be established by the annual budget..
- 15.5.3.2 Conferences shall relate to administration of the Local
- 15.5.3.3 Written application shall be made on the approved form to the Executive, through the President, at least one month prior to being voted upon at the subsequent Executive Meeting..
- 15.5.3.4 The president will provide notice to the Executive that application is being made to the Executive Conference Line.
- 15.5.3.5 The applicant shall be prepared to present a rationale to the Executive for consideration. Following presentation,

applicant will be required to leave the meeting while discussion and vote takes place.

- 15.5.3.6 Approval of the application for funding will be decided by the Executive through secret ballot. Decisions of the Executive are final.
- 15.5.3.7 An expense report, with original receipts, and a post conference report shall be submitted to the Treasurer prior to the reimbursement of conference expenses.
- 15.5.3.8 The Treasurer shall present the conference report at a subsequent Executive Meeting. Said report to be filed under "Conferences".
- 15.5.3.9 Members of Executive are limited to one conference per term, except for Summer Conference.
- 15.5.3.10 Cost for a substitute (if required) will be covered by the allotted conference expenses.

15.6 **Summer Conference:**

- 15.6.1 Conference attendees should, where possible, be nominated and approved by Executive.
- 15.6.2 Committees will determine the candidates to be nominated and presented to Executive for approval if time is available.

16.0 DIVISIONAL REPS/NON SCHOOL BASED REP 03/27/07

16.1 Rationale:

To represent the interest of teachers at a divisional and/or non-school based level.

16.2. Function: This committee shall

16.2.1 be voting members of Executive.

16.2.2 Bring concerns from divisional base to CSR.

16.3 Procedures:

16.3.1 This committee shall attend all Executive and CSR meeting.

16.4 Membership:

16.4.1 The Divisional Representatives and Non-School Based Representative shall be members of the following committees

16.4.1.1 Constitution committee

16.4.1.2 Scholarship and Bursary committee

16.4.1.3 Assist with School Representatives (CSR) training and mentorship led by the VP Member Engagement. 01/25/11

16.4.1.4 Assisting Local Political Engagement Officer (LPEO) in political engagement when needed. 01/25/11

16.4.2 **Term of office:** The term of office is defined by:

16.4.2.1 membership shall be for a two year term for a maximum of two consecutive terms.

16.5 Budget:

16.5.1 **Program:** to be determined

16.5.2 **Committee:** to be determined

17 LOCAL COMMUNICATIONS OFFICER (LCO) 01/25/11

17.1 Rationale:

To ensure strong communication between the Local and its' members.

17.2. Function: The LCO shall:

17.2.1 be a voting member of executive.

17.2.2 Ensure strong communication between the Local and its' members.

17.3 Procedures:

17.3.1 Chair the Communication s Committee.

17.3.2 Engage the Local in Publicity events such as Education Week, Teachers' Convention, and others at the direction of Executive.

17.3.3 Attend all meetings of the provincial ATA LCO corps.

17.3.4 Shall be responsible for publishing the Local newsletter and keeping the Local website current in coordination with the Local Office.

17.4 Membership:

17.4.1 The Local Communications Officer (LCO) shall be a member of the following committees:

17.4.1.1 Communications Committee

17.4.1.2 Executive Committee

17.4.1.3 Council of School Representatives (CSR)

17.4.2 Term of office: The term of office is defined by:

17.4.2.1 Membership shall be for a two year term for a maximum of two consecutive terms.

17.5 Budget:

17.5.1 Program: to be determined

17.5.2 Committee: to be determined

18 LOCAL POLITICAL ENGAGEMENT OFFICER (LPEO) 01/25/11

18.1 Rationale:

To bring teachers to awareness and action on the Local and provincial political scene.

18.2 Function: The LPEO shall:

18.2.1 be a voting member of executive.

18.2.2 promote interest and awareness among our teachers in the Local and provincial political scene.

18.3 Procedures:

18.3.1 Chair the Political Action Committee.

18.3.2 Engage members and promote interest/awareness among our teachers in the Local and provincial political scene.

18.3.3 Attend all meetings of the provincial ATA LPEO corps.

18.4 Membership:

18.4.1 The Local Political Engagement Officer (LPEO) shall be a member of the following committees:

18.4.1.1 Political Action Committee

18.4.1.2 Executive Committee

18.4.1.3 Council of School Representatives (CSR)

18.4.2 Term of office: The term of office is defined by:

18.4.2.1 Membership shall be for a two year term for a maximum of two consecutive terms.

18.5 Budget:

18.5.1 Program: to be determined

15.5.2 Committee: to be determined

19.0 **ADVISORY COMMITTEE**

19.1 **Rationale:**

Article X (Consultation) of the Collective Agreement determines the existence of this committee.

19.2 **Function:** This committee shall

19.2.1 monitor the working conditions not covered in the collective agreement.

19.2.2 bring to advisory consideration of working conditions that appear to have changed without direction of the superintendent.
forward concerns raised by CSR. 03/16/02

19.3 **Procedures:**

19.3.1 Positions taken by the representatives to the committee shall be presented to the Executive Committee. 04/30/92

Positions approved as policy of the Local and Association shall be presented as positions of the committee.

19.4 **Membership:**

19.4.1 As defined by the Collective Agreement

19.4.2 The representatives of the Local shall be determined by Table Officers. 04/30/92

19.4.2.1 President

19.4.2.2 Chair of the Negotiation Subcommittee

19.4.2.3 Executive Assistant.

19.4.2.4 No Liaison Officer is assigned.

19.4.3 **Term of office:** The term of office is defined by:

19.4.3.1 Existence as a clause within the Collective Agreement.

19.4.3.2 Term as defined by the position held in the Local. 06/23/01

19.4.4 **Chair:** The Superintendent chairs the committee.

19.5 **Budget:**

19.5.1 **Program:** as per Local budget and Operational Guidelines: 2.5.1.

19.5.2 **Committee:** as per Local budget and Operational Guidelines: 2.5.2.

20.0 ARA Committee and E.R.A. Committee

A.R.A. (ANNUAL REPRESENTATIVE ASSEMBLY) DELEGATIONS AND E.R.A. (EMERGENT REPRESENTATIVE ASSEMBLY)

20.1 Rationale:

The delegates of this committee will provide input on behalf of the general membership of the Local.

20.2 Function: The committee will:

- 20.2.1 be aware of the issues and concerns which are to be discussed by the Assembly.
- 20.2.2 be aware of the concerns of Local 55's teachers in relation to issues facing the assembly.
- 20.2.3 attend the Regional Meetings as they occur.
- 20.2.4 attend to all sessions of A.R.A. and E.R.A.
- 20.2.5 Attendance may only be excused after the Chair of the Committee has been informed and appropriate actions agreed to.

20.3 Procedures: The committee will:

- 20.3.1 prepare resolutions for submission prior to December 15
- 20.3.2 prepare the Local's position on Electoral Ballots to be submitted by February 15.
- 20.3.3 share hosting of hospitality with other Locals as deemed appropriate by Table Officers.

20.4 Formation of ARA Committee:^{06/15/10}

The ARA committee shall be formed by the following order until such time as the committee delegation is complete. The number of committee delegates is determined by Provincial Executive Council.^{06/15/10}

- 20.4.1 All current Policy and Resolutions members as of the November CSR shall be invited to attend the ARA to occur during that school year. After November CSR committee members will only be added to the ARA committee if there is space available – at any stage in the process.^{06/15/10}
- 20.4.2 All current Executive members as of the November CSR shall be invited to ARA. After the November CSR, Executive committee members will only be added to the ARA committee if there is space available – at any stage in the process.^{06/15/10}
- 20.4.3 If there is space available at the November CSR the Nominations and Elections Chair will announce the number of vacant positions on the ARA committee and will invite nominations from CSR to be accepted until 12:00 (Noon) of the second Friday of classes after the Christmas break. Nominees will be elected at the January CSR.^{06/15/10}
- 20.4.4 If there is space available a list of all delegates who attended the previous ARA will be supplied to the Policy and Resolutions Chair, the Executive Assistant, and the President of the Local.
- 20.4.5 The remaining spaces will be filled by:^{06/15/10}
 - 20.4.5.1 Delegates who attended the most recent ARA but who are not part of the current Executive or Policy and Resolutions Committee will be invited. Spaces will be

filled on a “first in” basis as they respond. A wait list will be created if there are more applicants than delegate positions. 06/15/10

20.4.5.2 Delegates who attended ARA in the previous 5 years will be supplied to the Policy and Resolutions Chair, the Executive Assistant, and President of the Local. Invitations will be sent out to delegates who attended previous ARA starting with the most recent year that has not already been invited and continuing chronologically, year by year, until such time as the committee has been filled or the list exhausted. 06/15/10

20.4.5.3 The Policy and Resolutions chair, in consultation with the Executive Assistant and the President of the Local, will invite members of the Local to attend the ARA. 06/15/10

20.5 **Budget:**

20.5.1 **Program:** as per Local budget and Operational Guidelines: 2.5.1.

20.5.2 **Committee:** as per Local budget and Operational Guidelines: 2.5.2.

20.6 **Attendance:** failure to provide proof of attendance will result in a \$75.00 meeting expense deduction for each absence. 06/15/10

A.R.A. Expense Form -- CALGARY

DELEGATE NAME: _____

DELEGATE SCHOOL: _____

1.	Pre-A.R.A. meetings:			
	-Budget:	Date: _____	Attendance:	
		Amount: \$75.00		<u>\$.00</u>
	-Resolutions:	1. Date: _____	Attendance:	
		Amount: \$75.00		<u>\$.00</u>
		2. Date: _____	Attendance:	
		Amount: \$75.00		<u>\$.00</u>
2.	A.R.A.			
	Date: _____			
	EXPENSES			
	I.	Travel: \$0.52 Kilometer		
		\$0.52 X 2 X 3 DAYS X _____	=	<u>\$ _____</u>
	II.	Parking: \$20.00 per day:		
		\$20.00 X 3 DAYS:	=	<u>\$ 60.00</u>
	iii.	Meals:		
		Breakfast: \$10.00		
		Lunch: \$15.00		
		Dinner: \$25.00		
		Total: \$50.00 per day		
		\$50 X 3 DAYS = \$150.00	=	<u>\$ 150.00</u>
	iv.	Misc. costs and out of pocket		
		\$ 10.00 per day		
		\$10.00 X 3 DAYS	=	<u>\$ 30.00</u>
		TOTAL:	=	<u>\$ _____</u>

NB: expenses will be paid to a maximum of \$591 less \$25.00 reg. fee

DATE SUBMITTED: _____

Approved concept: Finance: **February 8, 2010/CSR:**

NOTE: ARA Expense Form to be completed and submitted to Executive Assistant by the end of the Monday morning sessions. Upon review of attendance forms, expense cheques will be issued.

A.R.A. Expense Form -- EDMONTON

DELEGATE NAME: _____

DELEGATE SCHOOL: _____

1.	Pre-A.R.A. meetings:		
	-Budget:	Date: _____ Amount: \$75.00	Attendance: = <u> .00</u>
	-Resolutions:	Date: _____ Amount: \$75.00	Attendance: = <u> .00</u>
2.	A.R.A.		
	Date: _____		
	Attendance:		
	I.	Travel: \$0.52 Kilometer or airfare receipt \$0.52 X 596 =	\$309.92
	II.	Parking: \$26.00 per day: \$26.00 X 3 DAYS:	= \$78.00
	iii.	Meals: Breakfast: \$10.00 Lunch: \$15.00 Dinner: \$25.00 Total: \$50.00 per day	
		\$50 X 3 DAYS = \$150.00	= \$150.00
	iv.	Misc. costs and out of pocket \$ 15.00 per day \$ 15.00 X 3 DAYS = \$45.00	= \$ 45.00
	V.	Hotel costs \$150.00 + GST + prov. Tax (162.00) X 3 days	= \$486.00
		TOTAL:	<u> \$ -----</u>

NB: expenses will be paid to a maximum of **\$1293.92** less \$25.00 reg. fee

DATE SUBMITTED: _____

Approved concept: Finance: January 18, 2011 / Executive: January 18, 2011 / CSR: January 25, 2011

NOTE: ARA Expense Form to be completed and submitted to Executive Assistant by the end of the Monday morning sessions. Upon review of attendance forms, expense cheques will be issued.

21.0 Charities Committee

The committee consists of 12 members, six of whom are elected each year, making it a two-year commitment, meeting five times a year. The members are Directors of the Calgary Separate School Teachers' Charities Society. This committee's mandate is to give financial assistance to those programs, which directly aid young people physically, spiritually and/or educationally.

21.1 Rationale:

Disburses the proceeds from the monthly salary deduction for charitable donation of teachers.

21.2 Function:

21.2.1 The Calgary Separate School Teachers' Charities Society has as its objectives:

21.2.1.1 Assisting charitable organizations in their work.

21.2.1.2 Preference shall be given to those organizations whose programs directly aid young people physically, spiritually and educationally.

21.2.1.3 The commitment of funding shall be for one year only.

04/24/01

21.2.2 Operate and act as Directors of the Calgary Separate School Teachers' Charities Society as required by the Federal Department of Internal Revenue, the Societies Act of the Province of Alberta and the bylaws of the Society.

21.2.3 Provide the Executive and the Council of School Representatives with a copy of the annual report of the Calgary Separate School Teachers' Charities Society required under the Societies Act.

21.2.4 To ensure that Contributors must be members of Calgary Separate School Local #55, Alberta Teachers' Association.

21.2.5 Contributors to the Charities Fund shall be voluntary.

21.2.6 Contributions shall be directed to organizations acceptable under Federal legislation for issuance of tax receipts. 04/24/01

21.3 Procedures:

21.3.1 The responsibilities of the Charities Committee are:

21.3.1.1 To determine how funds will be distributed among organizations making requests.

21.3.1.2 To receive and deposit monthly payments as deducted from the payroll of participating teachers.

21.3.2 The responsibility of the committee in relation to financial documents shall be:

21.3.2.1 To submit a financial statement, accompanied by a list of receiving organizations, to the Department of Consumer Affairs, Government of Alberta.

21.3.2.2 To present to the October Executive Meeting and Council of School Representatives' Meeting immediately following a copy of this financial statement.

21.4 Membership:

21.4.1 The committee shall consist of up to twelve members of the Local elected by the Council of School Representatives with up to six members being elected each year.

- 21.4.2 **Term of office**: Each member shall be elected for a two-year term. Half of the members shall be elected every two years.
- 21.4.3 **Chair**: The committee shall elect annually one of its members as Chair. 03/26/95
- 21.4.4 **Quorum**: The quorum of the committee shall be 50% of the active committee membership. 02/28/03
- 21.4.5 Executive Liaison Officer may be assigned. 01/25/11
- 21.4.6 **Recording Secretary**: a recording secretary will be elected.
- 21.4.7 **Treasurer**: a treasurer will be elected to undertake the following:
 - 21.4.7.1 Maintain an up-to-date set of books reflecting the disbursements by the committee
 - 21.4.7.2 Inform the committee of the status of their accounts at each meeting
 - 21.4.7.3 Submit for audit, by June 30 of each fiscal year, the committees books
 - 21.4.7.4 Present the results of the audit to Executive and CSR
- 21.5 **Budget**:
 - 21.5.1 **Program**: as per Local budget and Operational Guidelines: 2.5.1.
 - 21.5.2 **Committee**: as per Local budget and Operational Guidelines: 2.5.2.

22.0 **Communications Committee:**

Publishes the Info 55 newsletter approximately four times a year, providing Local information for teachers. This committee's mandate is to heighten teacher awareness in regards to Local 55 and its various functions. The committee consists of three members, elected annually, plus the **Local Communication Officer (LCO)**, and meets according to publishing schedules.

22.1 **Rationale:** The responsibility of the Communications Committee will be:

- 22.1.1 to ensure that members are kept up to date with relevant information about the Local
- 22.1.2 to carry out public relations activities that enhance the Local
- 22.1.3 to coordinate local information activities with provincial initiatives.

22.2 **Function:**

- 22.2.1 The committee's primary function is to perform communication functions as directed by the Executive. 04/24/01
- 22.2.2 The committee will carry out its role by:
 - 22.2.2.1 publishing Local newsletters. 01/25/11
 - 22.2.2.2 initiating, advertising and judging the annual Christmas card art competition for Local #55. 05/15/01
 - 22.2.2.3 maintain the accuracy and effectiveness of the Local website as a communication tool. 01/25/11

22.3 **MEMBERSHIP**

- 22.3.1 The committee membership shall consist of:
 - 22.3.1.1 the Local Communication Officer (LCO) 01/25/11
 - 22.3.1.2 four members of the Local elected by the Council of School Representatives with two being elected each year. 04/28/09
 - 22.3.1.3 no Executive Liaison Officer shall be assigned.
- 22.3.2 **Term of Office:** Term of office shall be two years. 03/27/07
- 22.3.3 **Chair:** The **Local Communication Officer (LCO)** will act as Chair. 03/26/95
- 22.3.4 **Quorum:** The quorum of the committee shall be 50% of the active committee membership. 02/28/03

22.4 **Budget:**

- 22.4.1 **Program:** as per Local budget and Operational Guidelines: 2.5.1.
- 22.4.2 **Committee:** as per Local budget and Operational Guidelines: 2.5.2.

23.0 **Constitution Committee**

23.1 **Rationale:** The constitution committee has the mandate of ensuring agreement of purpose and action between the Constitution and the Operational Guidelines.

23.2 **Procedures:** The committee will coordinate an annual review of the Constitution and Operational Guidelines.

23.3 **Function:** The Committee will:

23.3.1 annually review the constitution

23.3.2 annually review the Operational Guidelines

23.3.3 review all suggested changes to the Constitution and Operational Guidelines when presented for consideration

23.4 **Membership:**

23.4.1 The committee shall consist of:

23.4.4.1 the Past-President

23.4.4.2 the Divisional Representatives

23.4.4.3 Principals' Representative 06/23/01

23.4.4.4 Non-school Based Teachers' Representative

23.4.4.5 No Executive Liaison Officer shall be assigned

23.4.2 **Term of Office** Term of office shall be one year.

23.4.3 **Chair:** The Past-President will act as Chair.

23.4.4 **Quorum:** The quorum of the committee shall be four of the voting members. 03/16/02

23.5 **Budget:**

23.5.1 **Program:** as per Local budget and Operational Guidelines: 2.5.1.

23.5.2 **Committee:** as per Local budget and Operational Guidelines: 2.5.2.

24.0 ECONOMIC POLICY COMMITTEE

Negotiates the Collective Agreement and monitors the application of its clauses. This committee's mandate is to gather and study all data relevant to amendments to the Collective Agreement and to prepare and present these proposed amendments to the Executive Committee for recommendation to the Council of School Representatives for approval. The committee also monitors ongoing working conditions, and gives direction to the negotiating sub-committee concerning all contractual negotiations. This committee consists of **fifteen (15)** members, **Coordinator of the Economic Policy committee**, three per school-based division, one non-school-based teacher **or Counselor** representative and one principal representative), with four members being elected each year for a three-year term. (01/25/11)

24.1 **Rationale:** The Economic Policy Committee has the mandate to ensure that the members of the Bargaining Unit are properly compensated for their professional work.

24.2 **Function:** The committee shall:

- 24.2.1 gather and study all data relevant to amendments to the Collective Agreement
- 24.2.2 prepare and present these proposed amendments to the Executive Committee for recommendation to the Council of School Representatives for approval.
- 24.2.3 keep the Executive Committee informed of all its activities.
- 24.2.4 name the negotiating sub-committee.
- 24.2.5 give direction to its negotiating sub-committee concerning all contractual negotiations.

24.3 **Procedures:** The committee shall:

- 24.3.1 request submissions from members of the Bargaining Unit regarding contract proposal changes.
- 24.3.2 request submissions from special interest groups giving them the opportunity to prepare and/or present a brief to the committee prior to the contract proposal being drafted.
- 24.3.3 the NSC chair will present the proposed changes to the Collective Agreement to Executive for recommendation at least two months before expiry of the Collective Agreement. 01/25/11
- 24.3.4 submit proposed changes to a General Meeting of teachers at least one month before expiry of the contract.
- 24.3.5 ensure that the letter of transmittal to the Board as per requirements of the Labor Act is submitted by the Executive Assistant.
- 24.3.6 present information regarding the Memorandum of Agreement to the Executive Committee and the Council of School Representatives prior to the General Meeting.
- 24.3.7 submit a request for the services of the Bargaining Agent to the Executive and Council of School Representatives.
- 24.3.8 inform the District Representatives of the negotiations progress.
- 24.3.9 inform the Council of School Representatives of the Board's initial proposal at the first possible meeting.

24.4 **Membership:**

24.4.1 The committee shall consist of:

- 24.4.1.1 fifteen (15) members the Coordinator of the Economic Policy Committee, (three per school based division and one non-school based teacher or Counselor representative and one principal representative) of the Local elected by the Council of School Representatives, with at least four members elected each year. (04/28/09)
- 24.4.1.2 the Executive Assistant (non-voting).

24.4.2 **Term of Office:**

- 24.4.2.1 With the exception of the Coordinator of the Economic Policy Committee members of the Economic Policy Committee shall be elected to fill a three-year term. 01/25/11
- 24.4.2.2 In the event of a by-election, the member elected will serve the remainder of the term.

24.4.3 **Chair:**

24.4.3.1 The Chair of the committee shall be the Coordinator of the Economic Policy Committee. 01/25/11

24.4.4 **Quorum:** The quorum of the committee shall be 50% of the active committee membership. 02/28/03

24.4.5 **Subcommittees of the EPC**

24.4.5.1 **The Negotiating Sub-committee:** The function shall be:

- 24.4.5.1.1 To conduct the negotiations with the Calgary Roman Catholic Separate School Board on all matters relative to the Collective Agreement.
- 24.4.5.1.2 To report to the Economic Policy Committee on its negotiations with the Calgary Roman Catholic Separate School Board and the Economic Policy Committee shall direct further action.

24.4.5.2 **Membership:** The committee shall consist of:

- 24.4.5.2.1 The Chair of the Negotiating Sub-Committee will be elected yearly by the Economic Policy Committee from its' members, 01/25/11
- 24.4.5.2.2 The Vice-Chair of the Negotiating Sub-Committee will be elected yearly by the Economic Policy Committee from its' members, 01/25/11
- 24.4.5.2.3 The member at large of the Negotiating Sub-committee will be elected yearly by the Economic Policy Committee from its' members, 01/25/11
- 24.4.5.2.4 The secretary of the Negotiating Sub-Committee will be elected yearly by the Economic Policy Committee from its' members, 01/25/11
- 24.4.5.2.5 Executive Assistant (non-voting). 04/30/92

24.4.5.3 **Term of Office:** Members of this committee would be elected for a term of one year with the expectation that once elected, they would be available for a minimum of two additional terms.

24.4.6 **Benefits Sub-committee:**

24.4.6.1 The function of the sub-committee will be to monitor and research all benefit programs relevant to the membership of Local #55 and report back to the Economic Policy Committee.

24.4.6.2 **Membership:** The Member-at-Large of the Negotiating Sub-Committee and at least two members elected from the Economic Policy Committee will constitute this committee. 01/25/11

24.4.6.3 **Term of Office:** Term of office shall be one year.

24.4.6.4 **Chair:** The Member-at-Large of the Negotiating Sub-Committee will act as Chair of the Benefits Committee. 01/25/11

24.4.7 **Finance Sub-committee:** To monitor the board's budget and expenditures and to report back to the Economic Policy Committee.

24.4.7.1 **Membership** The Vice-Chair of the Negotiating Sub-Committee and at least two members elected from the Economic Policy Committee shall constitute this committee.

24.4.7.2 **Term of Office** The term of office shall be one year.

24.4.7.2 **Chair:** The Vice-Chair of the Negotiating Sub-Committee shall act as Chair.

24.5 **Budget:**

24.5.1 **Program:** as per Local budget and Operational Guidelines: 2.5.1.

24.5.2 **Committee:** as per Local budget and Operational Guidelines: 2.5.2.

25.0 **FINANCE COMMITTEE**

Develops the overall annual budget for all committees of the Local and is responsible for all investments. This committee prepares and presents an annual financial statement to Executive and to the Council of School Representatives. Among other things, it also conducts an annual review of the guidelines for the Retirement Fund of Local #55. Besides the **Treasurer**, the past president and the **Secretary**, this committee consists of two elected members with one member being elected each year for a two-year term. 01/25/11

25.1 **Rationale:** The finance committee will oversee the general finances of the Local.

25.2 **Function:** The finance committee will:

25.2.1 Present an annual financial statement to Executive and the Council of School Representatives.

25.2.2 Prepare and present a proposed annual budget to the Council of School Representatives.

25.2.3 Receive and scrutinize the budgets of all committees.

25.2.4 Receive all proposed expenditures in excess of the approved budget and make recommendations to the Council of School Representatives.

25.2.5 Make recommendations regarding accounting and bookkeeping procedures.

25.2.6 Conduct an annual review of the guidelines for the Retirement Fund of Local #55.

25.2.7 Supervise all assets and accounts of the Local.

25.3 **Procedures:** The responsibilities of the Finance Committee are to:

25.3.1 submit to the Executive Committee, at the April meeting, a proposed budget which includes the following:

25.3.1.1 Proposed Travel and Meeting Allowance, effective July 1, for the following:

25.3.1.1.1 Elected members of Executive.

25.3.1.1.2 Standing Committee Chairs.

25.3.1.1.3 Negotiating Sub-committee members.

25.3.1.1.4 Committee, government, program, administrative expenses and retirement.

25.3.1.1.5 Annual Representative Assembly delegate expenses following approved guidelines for Edmonton and Calgary. See 16.0

25.3.1.2 Projected surplus or deficit during current year.

25.3.2 consult with the Executive Assistant and supervise all investments. 01/25/11

25.3.3 inform all committee chairs in writing by the Executive meeting in February to have all budget submissions in by February 27. 05/13/93

25.3.4 allocate fund relating to Special Local Funds.

25.3.4.1 **Retirement, Resignation Fund:** Retiring or resigning teachers are to receive an appropriate gift on the occasion of their retirement based on at least 5 years of service to Calgary Catholic Schools. Years of service are not

necessarily consecutive and include those years served in Cochrane and Airdrie prior to their amalgamation. If a discrepancy occurs in the calculation of the number of years between the numbers declared by the Board and by the teacher, the ATRF summary form will be the deciding factor.^{06/15/10}

25.3.4.2 **Bereavement Gifts:** The family of a teacher who dies before retiring, is to receive an appropriate gift based on the teacher's years of service to Calgary Catholic schools.^{06/14/05}

25.3.4.3 **Values of Retirement Resignation and Bereavement Gifts:** A teachers 50+ years of age shall receive a gift in the value of \$100.00 if the length of service is between five (5) and nine (9) years, \$150.00 if the length of service is between ten (10) years and fifteen (15) years, \$200.00 if the length of service is between sixteen (16) years and twenty (20) years, and \$250.00 if the length of service is greater than twenty (20) years.^{06/15/10}

25.3.5 To conduct an annual review of the gifts for Retirement and Bereavement set out in Section 21.3.^{06/14/05}

25.3.5.1 To supervise the budget line: 301 Release Time

25.3.5.2 The budget line for release time is for the Local President and Executive upon emergent issues.^{06/07/99}

25.4 **Membership:**

25.4.1 The members of the committee shall be:

25.4.1.1 Treasurer^{01/25/11}

25.4.1.2 Past-President

25.4.1.3 Secretary^{01/25/11}

25.4.1.4 Two members elected by the Council of School Representatives with one member being elected each year.

25.4.1.5 Executive Assistant (non-voting)^{04/30/92}

25.4.1.6 No Liaison Officer assigned.

25.4.2 **Term of Office:** The elected term shall be:

25.4.2.1 two years,

25.4.2.2 one half of the members shall be elected every year.

25.4.3 **Chair:** The Chair shall be the **Treasurer**.^{01/25/11}

25.4.4 **Quorum:** The quorum of the committee shall be three of the voting members.^{03/16/02}

25.5 **Budget:**

25.5.1 **Program:** as per Local budget and Operational Guidelines: 2.5.1.

25.5.2 **Committee:** as per Local budget and Operational Guidelines: 2.5.2.

26.0 Policy and Resolutions Committee

Formulates the professional policies and directions of the Local and Provincial Association. This committee prepares Local resolutions for, and attends the Annual Representatives' Assembly (ARA). The committee consists of the president and 12 members of Local 55 with six members being elected each year for a two-year term

26.1 **Rationale:** The Policy and Resolutions Committee will be responsible for the formation and monitoring of the general and specific goals of the Local.

26.2 **Function:** The function of the committee shall be to:

26.2.1 represent the Local at the Annual Representatives Assembly.

26.2.2 catalogue and continually update existing policy of the local association.

26.2.3 make recommendations to the local concerning the disposition of electoral ballots

26.2.4 prepare and screen resolutions from the Local association to the Annual Representatives Assembly.

26.2.5 study and make recommendations concerning resolutions appearing before the Council of School Representatives.

26.2.6 conduct the Local Annual Policy Assembly.

26.3 **Procedures:** The responsibilities of the Policy and Resolutions Committee be to:

26.3.1 request in September that proposals for Local Annual Representative Assembly resolutions are forwarded to the committee by mid October.

26.3.2 prepare and present these Local resolutions for consideration at the November Council of School Representatives' meeting.

26.3.3 present the Electoral Ballots to the Council of School Representatives prior to the Provincial A.T.A. deadline.

26.3.4 assign speakers for the Annual Representative Assembly debate.

26.3.5 recommend to the Executive emergent Local resolutions for the Annual Representative Assembly as the need arises.

26.3.6 solicit and prepare Local Annual Policy Assembly resolutions for consideration by the Fall Annual Policy Assembly or by a regular meeting of the Council of School Representatives' if the number of resolutions does not warrant a separate Annual Policy Assembly.

26.4 **Membership:**

26.4.1. The committee shall consist of

26.4.1.1 the President

26.4.1.2 twelve members of the Local elected by the Council of School Representatives with six members being elected each year 04/24/01

26.4.1.3 no Executive Liaison Officer assigned.

26.4.2 **Term of Office:** Term of office shall be two years with six members being elected every second year.

- 26.4.3 **Chair**: The Chair shall be elected by the committee. 03/30/10
- 26.4.4 **Quorum**: The quorum of the committee shall be 50% of the active committee membership. 02/28/03
- 26.5 **Budget**:
 - 26.5.1 **Program**: as per Local budget and Operational Guidelines: 2.5.1.
 - 26.5.2 **Committee**: as per Local budget and Operational Guidelines: 2.5.2.

27.0 Political Engagement Committee 01/25/11

Works to bring teachers to awareness and action on the local and provincial political scene. This committee also seeks out and encourages prospective candidates for local school board elections, and attempts to influence education decision-making when appropriate and possible. The committee consists of up to thirteen (13) members, including the Local Political Engagement Officer (LPEO) with six members being elected each year for a two-year term. 01/25/11

27.1 Rationale: The Political Action Committee will:

- 27.1.1 promote interest and awareness among our teachers in the Local and provincial political scene.
- 27.1.2 seek to influence education decision-making when appropriate and possible.
- 27.1.3 seek out and encourage prospective candidates for local school board elections.

27.2 Function: The responsibilities of the Political Action Committee are to: 05/15/01

- 27.2.1 plan a program for the coming year. Suggested activities may be:
 - 27.2.1.1 generate some general interest in issues, which could be relevant to the next school trustee election or other educationally related election.
 - 27.2.1.2 monitor local Board meetings.
 - 27.2.1.3 encourage a sufficient number of able candidates to enter the election.
 - 27.2.1.4 contact local interest groups and seek co-operation in election work.
 - 27.2.1.5 determine local election issues and publicize those issues.
 - 27.2.1.6 encourage individual teachers to work on election, through local newsletters, speeches and promotion of issues.
 - 27.2.1.7 conduct candidate opinion surveys and distribute them to local teachers and to the public.
 - 27.2.1.8 conduct forums when education issues can be raised.
 - 27.2.1.9 generate interest in political issues of educational nature.
 - 27.2.1.10 evaluate current board members, survey the community for replacements.
 - 27.2.1.11 approach interest groups, then approach community members, encouraging them to run.
 - 27.2.1.12 identify local election issues (current, future).
 - 27.2.1.13 research issues.
 - 27.2.1.14 prepare publicity materials for issues, promote issues to media.
 - 27.2.1.15 prepare and circulate information to teachers on local election procedures.
 - 27.2.1.16 prepare for election forums.
 - 27.2.1.17 prepare election questionnaires, based on issues.

- 27.2.1.18 circulate questionnaire results to teachers prior to election.
 - 27.2.1.19 prepare and operate turnout election-day telephone network to ensure teacher turnout.
 - 27.2.2 plan and organize a "Meet Your M.L.A." social evening in co-operation with Calgary Public School Local #38.
 - 27.2.3 provide evaluation of involvement to Political Involvement Committee.
- 27.3 **Membership:**
- 27.3.1 The committee shall consist of:
 - 27.3.1.1 up to twelve members of the Local elected by the Council of School Representatives with six members being elected each year and the Local Political Engagement Officer 01/25/11
 - 27.3.2 **Term of Office:** Term of office shall be:
 - 27.3.2.1 two years
 - 27.3.2.2 half of the members shall be elected every two years.
 - 27.3.3 **Chair:** The ***Local Political Engagement Officer shall be the Chair.*** 01/25/11
 - 27.3.4 **Quorum:** The quorum of the committee shall be 50% of the active committee membership. 02/28/03
- 27.4 **Budget:**
- 27.4.1 **Program:** as per Local budget and Operational Guidelines: 2.5.1.
 - 27.4.2 **Committee:** as per Local budget and Operational Guidelines: 2.5.2.

28.0 **Professional Development**

Strives to provide new and experienced teachers with an increased repertoire of techniques and methodologies. One member shall be named as a liaison to the Convention Association Committee, and shall attend Convention meetings and report back. Six members are elected each year. This committee consists of up to thirteen (13) members, the Coordinator of the Professional Development Committee and six members are elected each year for a two-year term. 01/25/11

28.1 **Rationale:** To assume the responsibility for professional development activities undertaken by the Local.

28.2 **Function:** The Professional Development committee shall:

28.2.1 Co-ordinate:

28.2.1.1 local professional development activities,

28.2.1.2 professional development activities that require coordination with the district.

28.2.1.3 new teacher mentorship programs.

28.2.2 name a member as a liaison to the Convention Association Committee prior to the March CSR meeting. The duties of this person shall be to attend all Convention Association Committee meetings and report back to the Professional Development Committee. 04/24/01

28.3 **Procedures**

28.3.1 To submit a general outline of the committee's proposed activities for the year to the first Executive and Council of School Representatives' Meeting of the year.

28.4 **Membership**

28.4.1 The committee shall consist of:

28.4.1.1 Twelve members of the Local elected by the Council of School Representatives with six members being elected each year.

28.4.2 **Term of Office:** Each member shall be elected for a two-year term.

28.4.3 **Chair:** *The Chair of the committee shall be the Coordinator of the Professional Development Committee.* 01/25/11

Quorum: The quorum of the committee shall be 50% of the active committee membership. 02/28/03

28.5 **Budget**

28.5.1 **Program:** as per Local budget and Operational Guidelines: 2.5.1.

28.5.2 **Committee:** as per Local budget and Operational Guidelines: 2.5.2.

29.0 **Professional Growth Subsidy Committee**

Oversees disbursement of professional growth conference/tuition funds for teachers. This committee meets once a month, prior to CSR meetings, and is also responsible for reviewing its guidelines once a year and presenting proposed changes to CSR for approval. The committee consists of six members, one from each school-based division and 2 members at large, and three members are elected each year, for a two-year term. 04/28/09

29.1 **Rationale:** To administer the contractual obligations pertaining to the disposition of funds and professional activities as directed by the negotiated arrangement between Local #55 and Calgary Separate School District No. 1.

29.2 **Function:** The Professional Growth Subsidy Committee will:

29.2.1 administer the designated funding as provided by Local #55 for the personal professional growth activities of the individual members of the Local.

29.2.2 propose administrative procedures to Executive.

29.2.3 govern and operate the approved administrative procedures of the Professional Growth Subsidy Fund. 04/25/01

29.3 **Procedures:** The responsibilities of the Professional Growth Subsidy Committee are:

29.3.1 to maintain records of disbursement for the Professional Growth Subsidy Program.

29.3.2 To submit an annual statement of Professional Growth Subsidy Program disbursements for the period that coincides with the Boards' fiscal year. This statement should include the following information:

29.3.2.1 Name of recipient, conference, dollar allotment and release time required.

29.3.2.2 Balance in program for remaining period.

29.3.3 to adhere to guidelines as approved by CSR concerning amounts and procedures for funds as made available through the Collective Agreement. 05/15/01

29.3.4 to review annually the Professional Growth Subsidy Program guidelines and to recommend appropriate revisions to the Executive, Council of School Representatives and the Superintendent.

29.4 **Membership:**

29.4.1 The membership shall consist of

29.4.1.1 six members:

29.4.1.1.1 one representative per school based division

29.4.1.1.2 one elementary member at large and one secondary member at large of the local elected by the Council of School Representatives

29.4.1.1.2 the majority of members elected on a rotating basis: in even numbered years, Div. I, Div. III and Secondary Member at

Large; in odd numbered years, Div. II, Div. IV and Elementary Member at large.

29.4.1.2 the committee will also include the Executive Assistant (non voting)

29.4.1.3 the Superintendent's designate (non voting)

29.4.2 **Term of Office:** Term of Office shall be:

29.4.2.1 two years

29.4.2.2 half of the members shall be elected every two years.

29.4.3 **Chair:** The committee shall elect annually one of its members as Chair.

29.4.4 **Quorum:** The quorum of the committee shall be 50% of the active committee membership. 02/28/03

29.5 **Budget:**

29.5.1 **Program:** as per Local budget and Operational Guidelines: 2.5.1.

29.5.2 **Committee:** as per Local budget and Operational Guidelines: 2.5.2

30.0 Professional Recognition Committee

Promotes an internal and external PR program to enhance the ATA Local. This committee is responsible for the New Teacher Induction, Long Service Recognition and Teacher Retirement Tribute. The committee consists of the Vice-President of Member Engagement and six members, three of which are elected each year for a two-year term. 01/25/11

30.1 Rationale:

Promote and maintain a recognition of the good work of teachers.

30.2 Function: The committee will:

30.2.1 plan and coordinate the new teacher induction program.

30.2.2 plan and coordinate the Local's tribute to retiring teachers. 04/30/92

30.2.3 plan and coordinate the Local's program of long service recognition. 04/30/92

30.3 Membership:

30.3.1 The Committee shall consist of:

30.3.1.1 the Vice-president: Member Engagement, 01/25/11

30.3.1.2 six members-at-large. 04/30/92

30.3.2 Term of Office:

30.3.2.1 Members-at-large shall be elected for a two-year term with three elected in alternating years. 04/30/92

30.3.2.2 Half of the members shall be elected every two years.

30.3.3 **Chair: *The Vice-President of Member Engagement will act as Chair.*** 01/25/11.

30.3.4 **Quorum:** The quorum of the committee shall be 50% of the active committee membership. 02/28/03

30.4 Budget:

30.4.1 **Program:** as per Local budget and Operational Guidelines: 2.5.1

30.4.2 **Committee:** as per Local budget and Operational Guidelines: 2.5.2

31.0 Social Committee:

Organizes and conducts all social and recreational activities sponsored by the Local, and provides refreshments for CSR meetings. The committee consists of eight members all of whom are elected annually

31.1 Rationale:

To organize and conduct all social and recreational activities sponsored by the local association.

31.2 Procedures:

The committee shall meet on a monthly basis to discuss, create and promote social activities within the Local.

31.3 Function:

31.4 Membership:

31.4.1 The committee shall consist of:

31.4.1.1 up to eight members of the Local,

31.4.1.2 half the committee elected in alternating years. 04/28/09

31.1.1.2 Executive Liaison officer assigned. 04/24/01

31.4.2 **Term of Office:** Term of office shall be two years. 04/28/09

31.4.3 **Chair:** The committee shall elect annually one of its members as Chair. 03/26/95

Quorum: The quorum of the committee shall be 50% of the active committee membership. 02/28/03

31.5 Budget:

31.5.1 **Program:** as per Local budget and Operational Guidelines: 2.5.1.

31.5.2 **Committee:** as per Local budget and Operational Guidelines: 2.5.2.

32.0 Substitute Committee

This committee of **6** substitute teachers will provide a meeting place for issues and problems to be discussed. The Local will make available funds to help substitute teachers develop their professional capabilities. 03/27/07

32.1 Rationale:

To provide effective programs to meet the needs of substitute teachers.

32.2 Function: The committee shall:

32.2.1 organize and coordinate the programs and activities of the substitute teachers within the Local Association. 04/30/92

32.2.2 make representation on behalf of substitute teachers as a group.

32.3 Procedures:

32.4 Membership:

32.4.1 The committee shall consist of:

32.4.1.1 up to six members of the Local, 03/27/07

32.4.1.2 at least three members being elected each year, 03/27/07

32.4.2 **Term of Office:** Term of office shall be one year.

32.4.3 **Chair:** The committee shall elect annually one of its members as Chair. 03/26/95

32.4.4 **Quorum:** The quorum of the committee shall be 50% of the active committee membership. 02/28/03

32.5 Budget:

32.5.1 **Program:** as per Local budget and Operational Guidelines: 2.5.1

32.5.2 **Committee:** as per Local budget and Operational Guidelines: 2.5.2