

## **Frames of Reference for Greater St. Albert Teachers' Local # 23**

### **A. GENERAL DUTIES OF STANDING AND AD HOC COMMITTEES**

The following committees or positions are elected or appointed by council and their sole responsibility is to report back to council and it's members:

1. E. A. F. E. C.
2. Liaison Committee.
3. F. J. E. A. C.

Failure to follow the established Frames of Reference guidelines can lead to the Executive Committee making a motion of the removal of any School Representative, Committee Member or Chair of Committee. Removal may be authorized by a two-thirds vote of local council.

### **Duties and Expectations of all Committees or Positions:**

4. A member of a committee shall serve until that member is replaced either by election or by appointment.
5. Committee meetings may be called by the committee chair, on the request of local council or on the request of a committee member as business requires.
6. Each committee shall submit to the treasurer, no later than March 31, a detailed budget proposal for the next operating year.
7. Each committee shall adhere to the budget as approved at a local meeting unless prior approval from local council has been received.
8. Chair of the committee must supervise all operations of their committee.
9. Chair of a committee must turn in all bills to the Treasurer within 1 month and before the end of the financial year (June 30).
10. Each committee shall appoint a secretary, who will take minutes of each meeting, and whose duties will be taken on as a voluntary basis. A copy of these minutes shall be forwarded to the Local Secretary as soon as possible and before the next committee meeting.
11. Each standing committee shall report at each local council meeting .
12. Ad hoc committees shall submit written report to the local council as directed by local council.
13. To maintain continuity, each standing committee chair shall maintain a record (minutes of meetings) summarizing activities by date. The record shall be passed on to the subsequent chair of the committee.
14. Honoraria will be paid to members of the local as indicated on the Local Council approved budget by the last scheduled meeting of the Local's fiscal year.
15. Release time, authorized by Local Budget, shall be non-transferable, non-accumulating and must also be used within the Local's operating year. When release time is required, the following procedures should be followed:
  - a) Indication of the absence on the "Expense and Absence Form" which will be forwarded to the Local Treasurer.
  - b) Indication of the committee of the Local ATA for which the member is absent.
  - c) Normal procedures should be followed in booking a substitute teacher.

16. Chair or designate of each committee shall attend the Local Council meetings.
17. Chairs of sub-committees will attend Local Council meetings as requested by the executive committee.
18. Should a Chair fail to attend more than two successive Local or Committee meetings, without showing good cause, his/her office may be declared vacant by the local council on a two-thirds vote.
19. Should a member of any Committee or Subcommittee fail to attend more than two successive Committee or Subcommittee meetings, without showing good cause, his/her position with that committee or subcommittee may be declared vacant by a two-thirds vote of the remaining subcommittee members or a two-thirds vote of local council.
20. Vacancies in any office, committee or subcommittee shall be filled at the next properly called meeting of the Committee or Subcommittee.
21. Voting Procedures at Local Council:
  - All voting will be done by members in attendance and by motion only. No voting by proxy will be accepted.
  - Voting will be consistent with Parliamentary Procedures of Association Policy.
  - Voting members will include: Members of the Executive Committee, Staff Representatives and Chairs of Local committees.
  - Each voting member is given only a single vote per position. If a member happens to hold several positions on council, they are granted a single vote only.
  - Members who share council responsibilities are only granted a single vote between them.
  - The President or acting Chairperson shall not be a voting member of council unless needed to decide a "tie." Only then will the President or acting Chairperson be allowed to vote.
  - Guests and non-members of Local Council shall not be granted voting privileges.
22. Representation at Local Council: Whereby Local Council Representatives are selected on the basis of one per school plus additional representatives for each major portion of 25 teachers beyond the first 25. For example: 1 - 40 teachers = 1 rep; 41 - 60 teachers = 2 reps; 61+ teachers 3 reps.

## **B. FRAMES OF REFERENCE OF SPECIFIC COMMITTEES**

### **1.1 Policy Advisory Committee Frames of Reference:**

#### **1. Preamble:**

This committee shall be called the **Policy Advisory Committee**, which is a standing committee of the Board with membership from Greater St. Albert Catholic Local #23, Greater St. Albert Catholic Schools (with membership from both support staff locals CUPE and CEP). Hereafter, this committee shall be referred to as **PAC**.

## **2. Objects:**

The PAC shall be charged with the responsibility of preparing recommendations to the Board in the development and revision of policies that may be implemented by the Board in the operation of schools.

## **3. Organization:**

1. The PAC shall consist of one representative elected/appointed from each schools' professional staff, two trustees, Superintendent, Deputy Superintendent, one principal, one ATA representative, one CUPE representative, and one CEP representative.
2. The PAC representatives representing the schools' professional staff shall have a term of office of one year, after which he/she may be re-elected.

## **4. Officers:**

The officers of the PAC shall consist of a chair and a rotating secretary. The chair will be elected from and by the members of the committee. The officers of the PAC are expected to:

### **A. Chair**

1. Arrange and inform members of the PAC the time, date and place of all meetings.
2. Prepare and circulate an agenda for each meeting.
3. Chair the PAC meetings.
4. Represent the PAC in its relationship with ATA Local Council, hereafter called Local Council.
5. Provide leadership, along with the Superintendent and Deputy Superintendent, on development and revision of policies that may be implemented by the Board.
6. Attend or arrange for a committee member to attend Local Council meetings and present a report of the committee activities.
7. Prepare an annual written report summarizing the activities of the committee. This report shall be submitted to Local Council at the June Local Council meeting.
8. Submit all minutes to PAC members and the ATA Local Secretary as soon as possible and at least before the next meeting.

### **B. Secretary**

1. Keep accurate minutes of their assigned PAC meeting and submit minutes to chair as soon as possible.
2. Perform such other internal communication functions as may be assigned from time to time.

**5. Duties and Responsibilities:**

1. Submit proposed policies and policy revisions to the committee for consideration and input prior to Board approval.
2. Review policies for relevancy and so that they have the desired impact regarding the operations of schools.
3. Recommend policies and policy revisions, as appropriate, in order to facilitate the effective and efficient operation of the Division.
4. Recommend administrative procedures and administrative procedures revisions, as appropriate, to the superintendent.
5. Attend PAC meetings for purpose of consulting, reporting, and communicating to respective stakeholders.

**6. Meetings of the PAC:**

1. The PAC shall have four meetings annually or at the discretion of the chair, in consultation with the Superintendent and/or the Deputy Superintendent.
2. Notice of intent to hold a meeting shall be given to the members as soon as possible.

**7. Quorum:**

Quorum for the PAC shall be the majority of the PAC members.

**\*Note: This committee is established in Policy 8 and in the current ATA collective agreement.**

**2.1 Professional Development Committee:**

**1. Preamble:**

This committee shall be called the Professional Development Committee of the Greater St. Albert Catholic Local #23, hereafter referred to as the PD Committee.

**2. Objects:**

The PD committee shall be charged with the affairs of Professional development in the Local. These activities will be undertaken in accordance with the professional development policies of the Provincial Association and the Greater St. Albert Catholic Local #23.

**3. Organization:**

A PD committee shall consist of one representative elected from each school staff.

- i. A PD committee member shall have a term of office of one year, after which he/she may be re-elected.
- ii. The chair, vice-chair and secretary of the PD committee shall be elected by the members of the PD committee.
- iii. Members are expected to be prepared to serve on a subcommittee of the PD committee.
- iv. The President of the Local, or designate, shall be a member in an ex-officio capacity of the PD committee.
- v. The district representative and those staff officers, consultants and guests who may attend PD committee meetings from time to time, shall be non-voting members of the PD committee.

4. **Officers:**

The officers of the PD committee shall consist of a chair, a vice-chair and a secretary. These officers will be elected from and by the teacher members of the committee. The officers of the PD committee are expected to:

**Chair:**

- 1. To arrange and inform the members of the PD committee the time, date and place of all meetings.
- 2. Prepare and circulate an agenda for each meeting.
- 3. Chair the PD committee meetings.
- 4. Represent the PD committee in its relationship with the general membership.
- 5. Provide leadership on planning, implementing and evaluation of professional development programs.
- 6. Adhere to the budget as approved at a local meeting by maintaining a record of monies spent to date.
- 7. Attend or arrange for a committee member to attend Local Council meetings and present a report of committee activities.
- 8. To prepare an annual written report summarizing the activities of the committee. This report shall be submitted to Local Council at the June Local Council meeting.
- 9. To attend, if possible, Professional Development Area Conferences and the PD Course at Summer Conference.
- 10. Establish an annual means budget in accordance with the guidelines set forth by the Treasurer.
- 11. Submit a report of committee members requiring substitute teacher's in order to fulfill their respective committee duties as outlined in the Duties and Expectations of all Committees.

**Vice Chair:**

- 1. Assist the chair in the discharge of duties.
- 2. Act on behalf of the chair in his/her absence.

**Secretary:**

1. Keep accurate business records and minutes of all professional development meetings and submit them to the Local Secretary as soon as possible and at least before the next meeting.
2. Perform such other internal communications functions as may be assigned from time to time.

5. **Duties and Responsibilities:**

A. **In general the PD committee will:**

1. Adhere to the Duties and Expectations of Committees as established by this Local.
2. Endeavor to build linkages between the various professional development opportunities for teachers-school based, local institutes, in service, specialist councils, etc.
3. Will generally exercise leadership in all matters pertaining to all professional development activities undertaken by the Local.
4. Attend all meetings of the PD committee.
5. Provide full and effective communication for their constituency both to and from the professional development committee.
6. Is responsible to the Local for a yearly written annual report of its activities.

B. **In particular the PD committee has the following duties:**

7. Develop a district wide professional development day to be held in the fall of each year.
8. To organize, conduct and administer an annual professional development program that is responsive to the needs and interests of the membership.
9. To organize professional development activities as requested by Local Council or the Executive Committee.
10. To promote and support liaison between school-based PD committees by seeking input and feedback from teachers and/or school staffs in regards to professional development needs and how these needs can best be met.
11. To coordinate and develop local responses to professional development issues.
12. To disseminate information about professional development activities.
13. To consult with professional development staff officers, district representatives, consultants (as assigned) and members of the local.
14. To establish operational policy and procedures for any subcommittee that may be formed for the professional development committee.

6. **Meetings of the PD Committee:**

15. The PD committee shall meet monthly or at the discretion of the chair.
16. Notice of intent to hold a meeting shall be given to members as soon as possible.

17. It is the duty of each elected member of the PD committee to attend meetings for the purposes of reporting and communicating.

7. **Quorum:**

Quorum for the PD committee shall be the majority of PD committee members.

8. **Amendments to this Frame of Reference:**

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

Amendments by the PD Committee

Amendments may be initiated by the PD Committee. Such amendments require:

1. That notice of motion of intent to amend be given at a preceding PD Committee meeting,
2. Approval by a two-thirds majority of the PD Committee members,
3. Consultation with the Local Executive Committee,
4. Approval by the majority of the members at the Local Council.
5. The amendment shall take effect when ratified by Provincial Executive Council.

Amendments by Local Council

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

1. That notice of motion of intent to amend be given at a preceding Local Council meeting,
2. Consultation with the PD Committee prior to a vote being taken,
3. Approval by the majority of the members at the Local Council.
4. The amendment shall take effect when ratified by Provincial Executive Council.

**2.2 Public Relations Officer**

1. **Preamble:**

This position shall be called the Public Relations Officer of the Greater St. Albert Catholic Local #23, hereafter referred to as the P.R.O.

2. **Objects:**

The officer shall be responsible for taking charge of the public relations of the local.

3. **Organization:**

- One member of the Local will be elected as the P.R.O. by the Local Council. The P.R.O. shall act as a member of the Executive Committee.
- The appointment will be a two-year after which the P.R.O. may seek re-election.

4. **Officers: Duties and Responsibilities:**

A. In general, the P.R.O. is responsible for assisting the President, Secretary and the Local in maintaining internal public relations with the board and members with respect to special, unusual and/or grievous events. The committee shall also be responsible for developing and maintaining a positive image of the local to the community.

B. In particular the P.R.O. has the following duties:

a. The P.R.O.:

1. Designate leaders and ask for volunteers to assist in the discharge of his/her duties as needed.
2. Organize the Retirement to be held in June.
3. Organize the Induction prior to Christmas for new ATA members.
4. Supervise all operations of the committee.
5. Adhere to the budget as approved at a Local Council meeting.
6. Attend Local Council meetings and present a report of committee activities.
7. To prepare an annual written report summarizing the activities of the P.R.O. This report shall be submitted to Local Council at the June Local Council meeting.
8. Establish an annual means budget in accordance with the guidelines set forth by the Treasurer.
9. Send cards, flowers, gifts or donations to members of the local in accordance with local policies or by recommendation by Local Council.
10. Keep a record of all cards, flowers, gifts or donations and inform the Local Council.

Amendments by Local Council.

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

1. That notice of motion of intent to amend be given at a preceding Local Council meeting,
2. Consultation with the P.R.O. prior to a vote being taken,
3. Approval by the majority of the members at the Local Council.
4. The amendment shall take effect when ratified by Provincial Executive Council.

## **2.3 Local Communications Officer**

### **1. Preamble:**

This position shall be called the Local Communications Officer of the Greater St. Albert Catholic Local #23, hereafter referred to as the L.C.O.

### **2. Objects:**

The officer shall be responsible for developing and maintaining a positive image of the local to its members and the community.

### **3. Organization:**

- One member of the Local will be elected as the L.C.O. by the Local Council. The L.C.O. shall act as a member of the Executive Committee.
- The appointment will be a two-year after which the L.C.O. may seek re-election.

### **4. Officers: Duties and Responsibilities:**

A. In general, the L.C.O. is responsible for assisting the President, Secretary and the Local in maintaining internal and external public communications and for developing and maintaining a positive image of the local to the community.

1. Keep the members of the local informed of events and particulars of the local through a newsletter.
2. Prepare newsletters with input from local members.
3. Prepare publications, as seen fit, to promote Public Relations for the ATA.
4. Develop and implement a program to promote a positive image of the local to the community.
5. Plan, prepare and execute a media plan related to issues of concern to the Local, at the direction of Local Council.
6. Have all publications approved by the President or designate before publishing.
7. Advise the President and Local Council on public relations.

Amendments by Local Council

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

8. That notice of motion of intent to amend be given at a preceding Local Council meeting,
9. Consultation with the L.C.O. prior to a vote being taken,
10. Approval by the majority of the members at the Local Council.
11. The amendment shall take effect when ratified by Provincial Executive Council.

## **2.4 ECONOMIC POLICY COMMITTEE**

### **1. Preamble**

This committee shall be called the Greater St Albert Economic Policy Committee, hereinafter referred to as the EPC. It shall prepare for and oversee negotiations and oversee the enforcement of the collective agreement on behalf of the teachers who are employed by the Greater St Albert Catholic Regional Division No 29.

### **2. Duties and Responsibilities**

The EPC shall exist for the following reasons:

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

### 3. Membership

The EPC shall consist of:

- 3.1 The EPC shall consist of: one (1) member from each school elected by the membership of the bargaining unit in each school and one (1) member to be elected by those members who are not part of a school.
- 3.2 The district representative and those staff officers and consultants assigned from time to time to the EPC by The Alberta Teachers' Association shall be non-voting members of the EPC.
- 3.3 The president of the Local or appointee shall be a non-voting ex-officio member.

### 4. Executive

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

### 5. Duties

- 5.1 The officers, elected from and by voting members of the EPC shall:
  - 5.1.1 chair – chair EPC meetings, represent the EPC in its relationship with the general membership, attend Local Council meetings as required by the Local constitution and request the calling of bargaining unit meetings by the Local president.
  - 5.1.2 vice-chair – act on behalf of the chair in his/her absence.
  - 5.1.3 secretary – keep an accurate record of all EPC meetings and perform such other internal communications functions as may be assigned from time to time.
- 5.2 The elected members of the EPC shall attend all EPC meetings and perform such other meetings as required by the Local association for purposes of reporting and communicating.
- 5.3 Absence from three consecutive meetings without reasonable cause or consent will result in that position being declared vacant by a motion of the EPC. The member shall be informed of the committee's decision by the chair.
- 5.4 A chair shall act only with the consent of a majority of the committee or subcommittee.

### 6. Committees

- 6.1 Negotiating Subcommittee (NSC) – The NSC shall consist of *[three preferred, five maximum]* voting members elected from and by the voting members of the EPC. These members shall engage in collective bargaining with authorized

representatives of the Board. The NSC shall select, from its members, an NSC chair.

6.2 Grievance Committee

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

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

6.2.3 the duties of the Grievance Committee shall be to:

6.2.3.1 represent teachers on the Grievance Committee established by the collective agreement – one of these members shall be from the NSC,

6.2.3.2 review applicable precedent cases, and

6.2.3.3 consult with Teacher Welfare staff officers regarding disposition of each grievance.

6.3 The EPC may appoint such other subcommittees as deemed necessary.

7. Term of Office

All EPC members, officers and committees are deemed to be elected for the longer of one year or for the term necessary to plan and execute business related to the concluding of a given collective agreement. Notwithstanding this procedure, for the term of 2009 – 2011 (ending June 30, 2011) all EPC members, officers, and committees are deemed to be elected on an annual basis.

8. Emergency Replacements

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

9. Meetings of the EPC or Bargaining Unit

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

9.1.1 a majority of the EPC executive

9.1.2 a majority of voting members of the EPC

9.1.3 the chair of the NSC

9.1.4 the president of the Local or

9.1.5 the RBA.

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

9.2.1 a majority of the EPC executive

- 9.2.2 a majority of voting members on the EPC
- 9.2.3 the chair of the NSC
- 9.2.4 the RBA or
- 9.2.5 forty (40) or more teachers representing at least 10 percent of the membership.

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

10. Quorum

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

11. Rules of Procedure

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

12. Finances

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

13. Preparation Procedure

13.1 The EPC shall request and consider suggested amendments to the collective agreement from the membership of the bargaining unit, members of the EPC and Barnett House.

13.1.1 In addition, the EPC may propose suggested amendments to the members of the bargaining unit.

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

13.3 Subsequent to the procedures outlined above, the EPC shall prepare a final initial proposal for transmission to the Board and provide members of the bargaining unit with a copy.

14. Negotiating an Agreement

14.1 The NSC shall work toward a settlement governed by conditions similar to the following affecting terms of settlement:

14.1.1 The teachers may authorize them to sign an agreement when, in their opinion, the conclusion of an agreement is warranted, or

14.1.2 The teachers may instruct them as to the minimum position at which settlement is authorized, or

14.1.3 The teachers may instruct them to report back to meetings of the teachers when they are of the opinion that further negotiations are not likely to be productive.

14.2 In no case will an agreement be concluded unless the teachers provide authorization.

15. Ratification of the Collective Agreement

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

15.1.1 notwithstanding 16.1, the requirement for a secret ballot vote may be waived provided no member objects.

15.2 Members shall register upon entry to the assembly.

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

AGENDA

1. Call to Order
    - declaration of closed meeting of the bargaining unit
    - introductions
    - explanation of procedures to be used during meeting (voting and other)
  2. History of Negotiations
  3. Presentation of the Issue (eg Board offer, memorandum etc)
  4. Question Period for Clarification – no debate
  5. Explanation of Future Procedures (if applicable)
  6. Motion on the Issue (eg motion to accept Memorandum of Agreement)
  7. Recommendations to Membership (from EPC, NSC, etc)
  8. Debate on Motion
  9. Vote (by secret ballot – the ballots and ballot boxes are made available at this point and only one ballot shall be accepted from each voter)
  10. Other Business (if votes on other issues are required, the procedures listed above shall be applied)
- 15.4 Except where time is of the essence the text of proposed amendments to the collective agreement shall be made available in writing to the members of the bargaining unit prior to the meeting.

16. Ratification of this Frames of Reference

This Frame of Reference takes effect and shall become binding upon:

- 16.1 Affirmative vote of a simple majority of the EPC members,
- 16.2 Affirmative vote by a majority of the School Representatives (SRs) at a Council of School Representatives (CSR).
- 16.3 Ratification by Provincial Executive Council.

17. Amendments to this Frame of Reference

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

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

- 17.1.1.1 that notice of motion to amend be given at a preceding EPC meeting,
- 17.1.1.2 approval by a majority of the EPC members,
- 17.1.1.3 consultation with the Local executive, and
- 17.1.1.4 approval by a majority of the members of the Local Council.

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

- 17.2.1 that notice of motion of intent to amend be given at a preceding meeting of Local Council
- 17.2.2 consultation with the EPC prior to a vote being taken
- 17.2.3 approval by a majority of the members of the Local Council

18. Provincial Association Intervention

18.1 In this section,

18.1.1 "investigated officer" means an officer of the economic policy committee whose conduct is under investigation pursuant to subsection (2);

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

18.1.2.2 "officer" means the chair, vice-chair or secretary of an economic policy committee or any other person appointed or elected to an economic policy committee or a subcommittee thereof;

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

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

- 18.1.2.5 “executive secretary” means the chief executive officer of the Association or a person designated by the executive secretary; and
- 18.1.2.6 “staff officer” means a member of executive staff designated by the executive secretary.
- 18.2 Suspension or removal from office of officers
  - 18.2.1 Where the table officers have or receive information which leads them to believe that an officer:
    - 18.2.1.1.1 has neglected their duties to the extent that the proper operation of the economic policy committee is being negatively affected;
    - 18.2.1.1.2 is mentally incapacitated,
    - 18.2.1.1.3 is engaging in corrupt practices,
    - 18.2.1.1.4 is engaging in financial malpractice, or
    - 18.2.1.1.5 has undertaken activities inconsistent with the principles and policies of the Alberta Teachers’ Association,

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

- 18.3 In the course of the intervention under section 18, an investigated officer is entitled to have access to a staff officer for advice.
- 18.4 The table officers may, taking into account the nature of the alleged conduct and the urgency of the matter in question, and any submission from the investigated officer, suspend an investigated officer from office pending the completion of the investigation and may terminate the suspension at any time if the table officers conclude that the suspension is no longer warranted.
- 18.5 The table officers may appoint another individual to assume the duties of the investigated officer during the period of the suspension.
- 18.6 The investigated officer may appeal a suspension from office under subsection 18.4 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.
- 18.7 If an investigated officer appeals their suspension, then Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.

- 18.8 During the investigation the investigated officer shall be provided with an opportunity to provide a response to the investigator with respect to the concerns about the investigated officer's conduct.
- 18.9 An investigated officer may, in the course of the investigation, submit the officer's resignation to the executive secretary.
- 18.10 Where an investigated officer resigns in accordance with subsection (9), the investigation shall be continued with the cooperation of the investigated officer and the resignation does not extinguish any liability that the investigated local officer may have with respect to acts which occurred during the period the office was held.
- 18.11 The investigated officer has a duty to cooperate during the investigation and the investigator may direct the investigated officer or any other member of the Alberta Teachers' Association to:
- 18.11.1 answer any inquiries the investigator may have relating to the investigation;
  - 18.11.2 produce any records or other property in the investigated officer's possession or under their control that are or may be related in any way to the investigation;
  - 18.11.3 give up possession of any record for the purpose of allowing the investigator to make a copy and return the records within a reasonable time of receiving the records; and
  - 18.11.4 attend before the investigator for the purpose of complying with 18.11.1, 18.11.2, or 18.11.3 of this subsection.
- 18.12 In the event that the investigated officer fails or refuses to cooperate with the investigator, the failure to do so shall be noted by the investigator in their report to the table officers.
- 18.13 Upon completion of the investigation, the investigator shall submit a written report to the table officers and a copy of the written report shall be provided to the investigated officer.
- 18.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:
- 18.14.1 remove the investigated officer from office;
  - 18.14.2 restrict the investigated officer's eligibility for office in the future;
  - 18.14.3 if the investigated officer was suspended during the investigation, reinstate the investigated officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances;

and shall advise the investigated officer and Provincial Executive Council of their decision.

- 18.15 If the table officers remove the investigated officer from office, then the table officers may appoint another individual to assume the duties of the investigated officer until a new officer is elected or appointed to the position in accordance with this frame of reference.
- 18.16 The investigated officer may appeal the decision of the table officers under subsection 18.14 by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.
- 18.17 If an investigated officer appeals the decision of the table officers, then Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the decision of the table officers shall be confirmed, varied, or set aside.
- 18.18 In an appeal under subsection 18.7 or 18.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.
- 18.19.1 Official Trustee  
Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the economic policy committee, subject to any terms and conditions the Provincial Executive Council considers necessary:
- 18.19.1 when the economic policy committee fails to comply with the requirements of section 18.2;
  - 18.19.2 when the economic policy committee fails to comply with the requirements of section 18.13;
  - 18.19.3 when the Provincial Executive Council considers it in the interests of the Association to do so.
- 18.20 The economic policy committee may appeal the appointment of an official trustee to a representative assembly.
- 18.21 An official trustee appointed under subsection 18.19 has the powers and duties conferred by the General Bylaws on an economic policy committee and conferred by this frame of reference;
- 18.22 On appointment of an official trustee to the economic policy committee, the officers of the economic policy committee cease to hold office as officers of the economic policy committee.

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

18. Effective Period

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

[Ratified by Provincial Executive Council]

**3. SCHOOL REPRESENTATIVES**

**1. Preamble:**

The Alberta Teachers' Association requests all locals to name representatives in each individual site. These members of Local Council shall be called the Staff Representatives of the Greater St. Albert Catholic Local #23, hereafter referred to as the Staff Reps.

**2. Objects:**

Staff reps shall be responsible for being a liaison between teachers of individual sites of the district and the Local Council.

Staff reps are also encouraged to become members of the committees of the Local.

**3. Organization:**

- One Local member of each site will be elected or appointed by their site's professional teaching body at the first staff meeting of every year.

**4. Duties and Responsibilities:**

1. Attend regularly scheduled Local Council Meetings.
2. Disseminate information to teachers, of their respective staffs, from Local Council meetings.
3. Collect information and concerns from teachers of their site regarding Local Council business.
4. Disseminate any information (eg. Monthly mail-outs) from ATA Barnett House to members of their staff.
5. To be a supporting voice of the local and of the ATA as a whole.

6. To be a positive voice of professionalism and of the profession.
7. To be familiar with information on the role of the staff representative as provided by the Association and the Local.

#### **4. ADMINISTRATION REPRESENTATIVES**

##### **1. Preamble:**

These members of Local Council shall be called the Administrative Representative of the Greater St. Albert Catholic Local #23, hereafter referred to as the Admin Rep.

##### **2. Objects:**

Admin reps shall be responsible for being a liaison between administrators of the district and the Local Council.

Admin reps are also encouraged to become members of the committees of the Local.

##### **3. Organization:**

- One Local Administrator will be elected or appointed by Administrators of the district at the beginning of every year.

##### **4. Duties and Responsibilities:**

1. Attend regularly scheduled Local Council Meetings.
2. Disseminate information to administrators from Local Council meetings.
3. Collect information and concerns from Administrators regarding Local Council business.
4. Disseminate any information (eg. Monthly mail-outs) from ATA Barnett House to other Administrators.
5. To be a supporting voice of the Local and of the ATA as a whole.
6. To be a positive voice of professionalism and of the profession.
7. To be familiar with information on the role of the Administrative Representative as provided by the Association and the Local.

#### **5. DUTIES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE AND ELECTED OFFICERS**

##### **I. Executive Committee:**

Shall consist of the President, Past President, Vice President – Internal, Vice President – External, Secretary, Treasurer, P.R.O., L.C.O., EPC Chair, PD Chair.

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

1. Meet prior to Local Council to discuss and prepare the agenda for Local Council Meetings.
2. Deal with emergent situations that arise.
3. Select delegates to represent the Local.

## **II. President:**

The President of the Local speaks for and represents the Local Association. It is with this in mind that it shall be the duty of the president or designate to:

1. Preside at all Executive Committee Meetings, Local Council and General Meetings.
2. Exercise general supervision over the affairs of this Local Association.
3. Act as a public spokesperson for the Local Association.
4. Approve all external correspondence.
5. Act on behalf of the Local at public meetings whenever there are indications that matters affecting the Local are to be discussed.
6. Co-sign all cheques issued by the Local Association.
7. Act as a member of the Executive Committee.
8. Act as an Ex-officio member of all standing and ad-hoc committees of the Local.
9. Appoint, if required, a member of the Local to serve as Past President.
10. Participate in the Induction Ceremonies of the Local.
11. Participate in the Retirement Ceremonies of the Local.

If a Vice President is not appointed or elected, the President, because of extra duties bestowed upon him/her, shall be granted the extra release time up to the amount allocated to both the Vice Presidents by the Executive Committee.

The President shall hold office for a two-year term at which point he/she may seek re-election.

Should he/she fail to attend more than two successive Local Council or Executive Committee meetings, without showing good cause, his/her office may be declared vacant by a two-thirds vote of the Local Council.

## **III. Vice President - Internal:**

This office is viewed as preparation for the Presidency. It shall be the duty of the Vice President – Internal to:

1. Act as a member of the Executive Committee.
2. Take charge of the affairs of this Local Association in the absence of the president.
3. To assist the President in the discharge of his/her duties as requested.

4. Maintain the Local Frames of Reference Handbook, forwarding updated copies to the Secretary for distribution to the members of Local Council.
5. To advise the President regarding constitutional and policy matters.
6. Be a delegate and attend the Annual Representative Assembly (ARA).
7. Vice President – Internal is to chair an annual Budget Committee Meeting consisting of the Treasurer of the Local and a Member at Large to prepare an annual budget for the Local. A draft of the budget will then be submitted for Executive Committee and Local Council approval.
8. Co-sign cheques issued by the Local Association as need be.

If a Vice President – External is not appointed or elected, the Vice President – Internal, because of extra duties bestowed upon him/her shall be granted the extra release time allocated to the Vice President – External.

The Vice President – Internal shall hold office for a two-year term at which point he/she may seek re-election.

Should he/she fail to attend more than two successive Local Council or Executive Committee meetings, without showing good cause, his/her office may be declared vacant by a two-thirds vote of the Local Council.

#### **IV. Vice President - External:**

This office is viewed as preparation for the Presidency. It shall be the duty of the Vice President – External to:

1. Act as a member of the Executive Committee.
2. Take charge of the affairs of this Local Association in the absence of the president.
3. To assist the President in the discharge of his/her duties as requested.
4. Be in charge of Constitutional amendments, forwarding updated copies to the Secretary for distribution to the members of Local Council.
5. To advise the President regarding constitutional and policy matters.
6. Be in charge of technology or act as a liaison to technology matters as it pertains to the Local.
7. Be in charge of developing any “Teachers Time-Out” socials

If a Vice President - Internal position becomes vacant; the Vice President – External shall assume the position of Vice President I for the remainder of that term.

The Vice President – External shall hold office for a two-year term at which point he/she may seek re-election.

Should he/she fail to attend more than two successive Local Council or Executive Committee meetings, without showing good cause, his/her office may be declared vacant by a two-thirds vote of the Local Council.

## **V. Secretary:**

It shall be the duty of the Secretary to:

1. Act as a member of the Executive Committee.
2. Bring before the Executive Committee all communications received by the local.
3. Bring before the Local Council, or General Meetings of this Local Association, all notices and communications that are deemed pertinent by the Local Executive Committee.
4. Make available to members of Local Council, copies of pertinent correspondence.
5. Maintain and update a file annually of all pertinent correspondence.
6. Prepare and submit the agenda for all General, Local and Executive Committee Meetings and have these agendas available for members by the beginning of each particular meeting.
7. Keep accurate records of all proceedings of General, Local and Executive Committee meetings of the Local Association.
8. Maintain a record of all policy motions passed by the Local Membership.
9. Prepare and submit copies of minutes for all General, Local and Executive Committee Meetings and have these minutes available for members by the beginning of each particular meeting.
10. Prepare and submit to the Head Office of The Alberta Teachers Association statements and reports as required.
11. Maintain a record of all members in attendance at Local Council Meetings.
12. Prepare and send notices calling all meetings whether regular, special, or executive committee.
13. Assist the president and P.R.O. in maintaining internal and public relations with the board and members with respect to special, unusual and/or grievous events.
14. Book facilities necessary to hold General, Local Council, or Executive Committee meetings.

The Secretary shall hold office for a two-year term at which point he/she may seek re-election.

Should he/she fail to attend more than two successive Local Council or Executive Committee meetings, without showing good cause, his/her office may be declared vacant by a two-thirds vote of the Local Council.

## **VI. Treasurer:**

It shall be the duty of the Treasurer to:

1. Act as a member of the Executive Committee.
2. Keep accurate records of all monies received and collected and take charge of the same.
3. Make necessary disbursements of the funds of this Local Association as authorized by the budget or by Local Council.

4. Prepare and send to the Head Office of The Alberta Teachers' Association such statements and reports as required specifically the annual audit statement/review.
5. Prepare a monthly financial statement for Local Council Meetings.
6. Submit an annual financial report and present the auditor's report at a fall Local Council meeting.
7. Strike an annual budget committee in the Spring consisting of the Vice President I as chair and a Member at Large to prepare an annual balanced budget for the Local. A draft of the budget will then be submitted for Executive Committee and Local Council approval before the end of the school year.
8. Co-sign all cheques issued by the Local Association.
9. Upon consultation with the Executive Committee, make the final interpretation of the budget.

The Treasurer shall hold office for a two-year term at which point he/she may seek re-election. Should he/she fail to attend more than two successive Local Council or Executive Committee meetings, without showing good cause, his/her office may be declared vacant by a two-thirds vote of the Local Council.

#### **VII. Past President:**

Because of long experience in office, the Past President can render invaluable service to the local. It shall be the duty of the Past President to:

1. Act as an member of the Executive Committee.
2. Attend meetings of the Local Association in an advisory capacity.
3. Act as the Chair of Elections to be held at the year end General Meeting.

The Past President shall hold office for at least a one-year term. If the Past President, upon completion of this term, wishes to no longer hold this appointed position, he/she may step down and the President may appoint a member of the Local as acting Past President. The acting Past President shall not be a voting member nor be counted as a member in determining a quorum of the Executive Committee.

#### **5. POLICY AMENDMENTS**

General policy of the Local may be amended by a majority vote of the Local Council on a recommendation from the Executive Committee except otherwise required by parliamentary procedure or Association policy.