

**Greater St. Albert Catholic Teachers'
Local No. 23**

Alberta Teachers' Association



Proudly Serving the Communities of St.
Albert, Morinville and Legal

Frames of Reference

Approved by Local Executive May 11, 2021

Table of Contents

Title Page and Approval by Local Executive May 11, 2021.....	1
Table of Contents.....	2
Definition of Terms.....	3
Section A: Organization	
1.0 Duties and Responsibilities of Table Officers.....	4
1.1 Membership	
1.2 Duties	
2.0 Duties and Responsibilities of the Local Executive.....	4
2.1 Membership.....	4
2.2 President.....	5
2.3 Vice-President Internal.....	5
2.4 Vice-President External.....	6
2.5 Secretary.....	7
2.6 Treasurer.....	7
2.7 Past President.....	8
2.8 Local Communications Officer.....	9
2.9 Public Relations Officer.....	9
2.10 Local Political Engagement Officer.....	10
2.11 Diversity, Equity, Human Rights Officer.....	11
2.12 Teacher Welfare Committee Chair.....	11
2.13 Negotiating Sub-Committee Chair.....	11
2.14 Professional Development Chair.....	12
3.0 Duties and Responsibilities of Local Representatives.....	12
3.1 Administration Representative.....	12
3.2 EAFEC, FSJAFEC, Substitute Teacher Representative	13
3.3 Duties and Responsibilities of CSR Staff Representatives.....	13
4.0 Local Council of School Representatives Guidelines.....	14
4.1 Membership of Council of School Representatives	14
4.2 Voting Procedures of Council of School Representatives.....	14
4.3 Representation at Council of School Representatives.....	14
Section B: Standing and Ad Hoc Committees	
5.0 General Duties and Expectations of all Committees or Positions.....	15
5.1 Teacher Welfare Committee Frames of Reference.....	17
5.2 Policy Advisory Committee Frames of Reference.....	27
5.3 Professional Development Committee Frames of Reference.....	30
5.4 Diversity, Equity, and Human Rights Committee Frames of Reference.....	33
5.5 Mentorship Committee Frames of Reference.....	36
5.6 Liaison Committee Frames of Reference.....	38
5.7 Women in Leadership Frames of Reference.....	40
Section C: Policy Amendments.....	
6.0 Amendments to General Policy	48
7.0 Amendments to Frames of Reference for Standing and Ad Hoc Committees.....	48

Definition of Terms

Admin Rep – Administrative Representative member of the CSR

Annual General Meeting of the local or AGM – a meeting of all members of the local

ARA - Annual Representative Assembly of the Alberta Teachers' Association

Association or ATA – the Alberta Teachers' Association

Bargaining Unit – all teachers employed by the District whose salaries and other conditions of employment are covered by the collective agreement between the school board and the local

Bargaining Unit General Meeting of the local or BUGM – a meeting of all members covered by the collective agreement between the school board and the local

Council of School Representatives of the Local or CSR – the governing body of the Local between annual general meetings

DEHR – Diversity, Equity, and Human Rights

ERA – Emergent Representative Assembly of the Alberta Teachers' Association

Ex officio – a position held by virtue of the office. A person holding an ex officio position shall have no vote while serving in that capacity.

Local – Greater St Albert Catholic Local No 23

NCTCA – North Central Teachers' Convention Association

NSC - Negotiation Subcommittee Chair

LCO – Local Communications Officer

Local representatives – members elected or appointed to act as representatives of the local at Association

LPEO – Local Political Engagement Officer

NSC – Negotiating Sub-Committee

PAC - Policy Advisory Committee

PD – Professional Development

PRO – Public Relations Officer

Staff Rep or CSR Rep – teacher elected or appointed by a school staff or other recognized group to represent them on Council

Table Officers – president, two vice-presidents, past president, secretary, and treasurer

TWC - Teacher Welfare Committee

WIL - Women in Leadership Committee

Section A: Organization

1.0 Duties and Responsibilities of Table Officers

1.1 Membership:

Shall consist of President, Vice-President Internal, Vice-President External, Secretary, Treasurer

1.2 Duties:

The Table Officers act as the group that vets business coming to Executive, or to which Executive may refer business items for the purpose of preparing recommendations for Executive action or decisions.

In some instances, when time is of the essence or when it may not be possible or necessary to convene a full Executive meeting, the Table Officers can be delegated by the Executive to decide or take action on particular issues.

Quorum shall be 3 for Table Officers meetings.

2.0 Duties and Responsibilities of Executive Committee and Elected Officers

2.1 Membership:

Shall consist of the President, Vice President – Internal, Vice President – External, Secretary, Treasurer, Past President, PRO, LCO, TWC Chair, PD Chair, NSC, LPEO, DEHR Officer

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 CSR. Additional duties are outlined below:

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

2.2 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. Serve as Chief Executive Officer of the Local
2. Preside at all Executive Committee Meetings, Local Council, and General Meetings.
3. Exercise general supervision over the affairs of this Local Association.
4. Act as the public spokesperson for the Local Association.
5. Approve all external correspondence.
6. Act on behalf of the Local at public meetings whenever there are indications that matters affecting the Local are to be discussed.
7. Be a signing officer of the Local Association.
8. Act as a member of the Executive Committee.
9. Act as an Ex-officio member of all standing and ad-hoc committees of the Local.
10. Appoint, if required, upon a majority vote of CSR, a member of the Local to serve as Past President.
11. Participate in the Induction Activities of the Local.
12. Participate in the Retirement Activities of the Local.

If a Vice-President is not appointed or elected, the President, because of extra duties bestowed upon them, shall be granted the extra support allocation up to the amount allocated by the Executive Committee.

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

Should they fail to attend more than two successive Local Council or Executive Committee meetings, without showing good cause, their office may be declared vacant by a two-thirds vote of the Local Council upon recommendation by the Executive.

2.3 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. Serve as ARA Chair
7. Be a delegate and attend ARA.
8. 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.

9. 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 them shall be granted the extra release days allocated to the Vice President – External up to the amount allocated by the Executive Committee.

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

Should they fail to attend more than two successive CSR or Executive Committee meetings, without showing good cause, their office may be declared vacant by a two-thirds vote of the CSR upon recommendation by the Executive.

2.4. 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 their duties as requested.
4. Be in charge of Constitutional amendments, forwarding updated copies to the Secretary for distribution to the members of CSR.
5. To advise the President regarding constitutional and policy matters.
6. To maintain or to delegate with the approval of the president, the maintenance of the local's website, email server, and social media presence.

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

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

Should they fail to attend more than two successive Local Council or Executive Committee meetings, without showing good cause, their office may be declared vacant by a two-thirds vote of the CSR upon recommendation by the Executive.

2.5 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 CSR, 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 CSR, copies of pertinent correspondence.
5. 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.
6. Keep accurate records of all proceedings of General, CSR, and Executive Committee meetings of the Local Association.
7. Maintain a record of all policy motions passed by the Local Membership.
8. Prepare and submit copies of minutes for all General, CSR, and Executive Committee Meetings and have these minutes available for members by the beginning of each particular meeting.
9. Prepare and submit to the Alberta Teachers Association statements and reports as required.
10. Maintain a record of all members in attendance at CSR Meetings.
11. Prepare and send notices calling regular, special, or executive committee meetings.
12. Book facilities necessary to hold General, CSR, or Executive Committee meetings.

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

Should they fail to attend more than two successive CSR or Executive Committee meetings, without showing good cause, their office may be declared vacant by a two-thirds vote of the CSR upon recommendation by the Executive.

2.6 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 CSR.
4. Prepare and send to the Alberta Teachers' Association such statements and reports as required specifically the annual audit statement/review.
5. Prepare a monthly financial statement for CSR Meetings.
6. Submit an annual financial report and present the auditor's report at a fall CSR meeting.
7. Strike an annual finance committee consisting of the Vice President Internal 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 CSR 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 they may seek re-election.

Should they fail to attend more than two successive CSR or Executive Committee meetings, without showing good cause, their office may be declared vacant by a two-thirds vote of the CSR upon recommendation by the Executive.

2.7 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 a member of the Executive Committee.
2. Attend meetings of the Local Association in an advisory capacity.
3. To take charge of the affairs of this local association in the absence of the president and the two vice-presidents
4. To represent the local as delegated by the president
5. Act as the Chair of Elections held at the General Meetings if designated.
6. Act a Chief Returning Officer of Local elections
7. Act as Parliamentarian during Executive and CSR meetings

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, they may step down and CSR 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.

2.8 Local Communications Officer

The LCO is responsible for assisting the President, Vice President External, 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.

It shall be the duty of the LCO to:

1. Act as a member of the Executive Committee.
2. Be responsible for implementation of programs to promote a positive image of the local and public, Catholic education to the community.
3. Keep members of the local informed of events and particulars of the local
4. Prepare publications, as seen fit, to promote the Local and Public Relations for the ATA.
5. Ensure that all public communications and publications are approved by the President prior to publishing.
6. Adhere to the budget as approved at the CSR.
7. Attend CSR meetings and present a report of activities
8. Chair the Local Communications Committee if one is struck.

The LCO shall hold office for a two-year term at which point they may seek re-election.

Should they fail to attend more than two successive CSR or Executive Committee meetings, without showing good cause, their office may be declared vacant by a two-thirds vote of the CSR upon recommendation by the Executive.

2.9 Public Relations Officer

The PRO shall be responsible for maintaining internal public relations with respect to special, unusual and/or grievous events in conjunction with the LCO, President, and Secretary of the Local.

It shall be the duty of the PRO to:

1. Act as a member of the Executive Committee
2. Send cards, flowers, gifts or donations to members of the local in accordance with local policies or by recommendation by CSR.
3. Keep a record of all cards, flowers, gifts, or donations and inform the CSR.
4. Organize the annual Retirement Acknowledgement
5. Organize the annual Induction of new members
6. Adhere to the budget as approved at the CSR.
7. Attend CSR meetings and present a report of activities
8. Chair the Local Public Relations Committee if one is struck.

The PRO shall hold office for a two-year term at which point they may seek re-election.

Should they fail to attend more than two successive CSR or Executive Committee meetings, without showing good cause, their office may be declared vacant by a two-thirds vote of the CSR upon recommendation by the Executive.

2.10 Local Political Engagement Officer

The LPEO shall be responsible for encouraging ongoing political engagement of Local Members in conjunction with the President, Vice Presidents, and LCO of the Local. It shall be the duty of the LPEO to:

1. Act as a member of the Executive Committee
2. Maintain the non-partisan policy of the ATA while actively in the role of LPEO
3. Ensure that all public communications and activities are approved by the President prior to publishing
4. Work in conjunction with Locals and the ATA to mobilize teachers to respond to emergent political situations.
5. Maintain regular contact with Local's MLAs and/or other elected officials to present educational concerns
6. Promote public, Catholic education through political engagement
7. Inform teachers of opportunities and procedures to make their concerns heard in the political arena.
8. Provide a conduit for the collection and dissemination of information relating to political affairs.
9. Organize Local Political Engagement activities as necessary.
10. Adhere to the budget as approved at the CSR.
11. Attend CSR meetings and present a report of activities
12. Chair the Local Political Engagement Committee if one is struck.

The LPEO shall hold office for a two-year term at which point they may seek re-election.

Should they fail to attend more than two successive CSR or Executive Committee meetings, without showing good cause, their office may be declared vacant by a two-thirds vote of the CSR upon recommendation by the Executive.

2.11 Diversity, Equity, and Human Rights Officer

The DEHR Officer shall be responsible for DEHR Professional Development in the Local. These activities will be undertaken in accordance with the DEHR policies of the Provincial Association and Local.

It shall be the duty of the DEHR Officer to:

1. Act as a member of the Executive Committee
2. Provide leadership on and participate in planning, implementing, and evaluation of DEHR Activities
3. Chair DEHR Committee Meetings if one is struck. Duties of the DEHR chair are outlined in the Standing Committees section of this document Section 5.4
4. Ensure that all public communications and activities are approved by the President prior to publishing
5. Reflect public, Catholic education through DEHR activities
6. Adhere to the budget as approved at the CSR.
7. Attend CSR meetings and present a report of activities

The DEHR Officer shall hold office for a two-year term at which point they may seek re-election.

Should they fail to attend more than two successive CSR or Executive Committee meetings, without showing good cause, their office may be declared vacant by a two-thirds vote of the CSR upon recommendation by the Executive.

2.12 Teacher Welfare Committee Chair

Duties of the TWC Chair and their election are outlined in the Standing Committees section of this document Section 5.1

Additional duties of the TWC Chair as part of the Executive Committee is to:

1. Act as a member of the Executive Committee
2. Provide TWC updates to the executive committee where possible
3. Attend CSR meetings and present a report of activities where possible

2.13 Negotiating Sub-Committee Chair

Duties of the NSC Chair and their election are outlined in the Standing Committees section of this document Section 5.1

Additional duties of the NSC Chair as part of the Executive Committee is to:

1. Act as a member of the Executive Committee
2. Provide NSC updates to the executive committee where possible
3. Attend CSR meetings and present a report of activities where possible

2.14 Professional Development Committee Chair

Duties of the PD Chair and their election are outlined in the Standing Committees section of this document Section 5.3

Additional duties of the PD Chair as part of the Executive Committee is to:

1. Act as a member of the Executive Committee
2. Ensure that all public communications and activities are approved by the President prior to publishing
3. Adhere to the budget as approved at the CSR.
4. Attend CSR meetings and present a report of activities

3.0 Duties and Responsibilities of Local Representatives

3.1 Administration Representative

Admin Reps shall be responsible for being a liaison between school administrators and the Local Council. Admin Reps are also encouraged to become members of the committees of the Local.

It shall be the duty of the Admin Rep to:

1. Attend regularly scheduled CSR Meetings.
2. Disseminate information to administrators from CSR meetings.
3. Collect information and concerns from Administrators regarding Local Council business.
4. Disseminate any information from ATA to other Administrators.
5. Be a supporting voice of the Local and of the ATA as a whole.
6. Be a positive voice of professionalism and of the profession.
7. Be a supporting voice for public, Catholic education.
8. To be familiar with information on the role of the Administrative Representative as provided by the Association and the Local.
9. On a case by case basis, attend executive meetings in an advisory capacity

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

3.2 EAFEC, CSJAFEC, Substitute Teacher Representative

The following positions are elected or appointed by CSR and their sole responsibility is to report back to council and its members.

- **EAFEC - Edmonton Area Field Experiences Committee**
- **Campus Saint-Jean Area Field Experiences Committee**
- **Substitute Teacher Representative**

3.3 CSR Staff Representatives

The Alberta Teachers' Association requests all locals to name representatives in each individual site.

It shall be the duty of the Staff Rep to:

1. Attend regularly scheduled CSRs.
2. Report on the activities of the council to their respective staff(s).
3. Distribute material, as required, to each individual teacher of their respective staff(s).
4. Collect information and concerns from teachers of their respective sites regarding Local business.
5. Vote or abstain on motions as the representative of their respective staff(s).
6. To elect all ad hoc committees
7. To approve frames of reference for each of the Local committees
8. To elect Local representatives, where appropriate, to the convention association and to other events requiring local representation on an ad hoc basis
9. Be a supporting voice of the Local and of the ATA as a whole.
10. Be a positive voice of professionalism and of the profession.
11. Be a supporting voice for public, Catholic education.
12. Be familiar with information on the role of the staff rep. as provided by the Association and the Local.
13. To deal with other matters not inconsistent with the Local constitution or the General Bylaws of the Alberta Teachers' Association

4.0 Local Council of School Representatives Guidelines

4.1 Membership of CSR

Members of the CSR include:

1. Voting Members consisting of: All members of the Executive Committee, Staff Reps, Local Representatives approved by the executive committee, Chairs of standing committees, Substitute Teacher Representative, and Admin Rep.
2. Non Voting members or ex-officio members: Invited members of the Local, members of the provincial ATA, or other invited guests of the Local.

4.2 Voting Procedures at CSR

Voting Procedures at Local Council:

1. All voting will be done by members in attendance and by motion only. No voting by proxy will be accepted.
2. Voting will be consistent with Parliamentary Procedures of Association Policy.
3. Voting members will include: Members of the Executive Committee, Staff Reps, chairs of Local committees, and Local Representatives approved by the Executive.
4. 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.
5. Members who share council responsibilities are only granted a single vote between them.
6. 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.
7. Guests and non-members of Local Council shall not be granted voting privileges.

4.3 Representation at Local Council

Staff Representatives, other than Executive Committee members, elected or appointed by each staff according to the following schedule:

1. 2 per school of 41 - 80 teachers
2. 1 per school of 3 - 40 teachers
3. Schools having fewer than three members will be adjunct to another school
4. One representative for all teaching personnel not attached to a school

Section B: Standing and Ad Hoc Committees

5.0 General Duties and Expectations of All Committees or Positions

The following are the general duties and expectations of all committees or positions.

1. A member of a committee shall serve until that member is replaced either by election or by appointment.
2. Committee meetings may be called by the committee chair, on the request of CSR or on the request of a committee member as business requires.
3. Each committee shall adhere to the budget as approved, unless prior approval from CSR has been received.
4. Each committee shall submit to the treasurer, no later than February 28, a detailed budget proposal for the next operating year.
5. Chair of the committee must supervise all operations of their committee.
6. Chair of a committee must turn in all bills to the Treasurer within 1 month and before the end of the financial year (June 15).
7. 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.
8. Each standing committee shall report at each CSR meeting .
9. Ad hoc committees shall submit a written report to the local council as directed by CSR.
10. 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.
11. Chairs of committees will submit eligibility of honoraria to the Local Treasurer by June 1st. Honoraria will be distributed to members of the local as indicated on the approved budget by June 15th of the Local's fiscal year.
12. 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, indication of the absence will be forwarded to the Local Treasurer.
13. Chair or designate of each committee is expected to attend the CSR meetings. Non-attendance shall be communicated to the President or Local Secretary.
14. Chairs of sub-committees will attend CSR meetings as requested by the executive committee.
15. 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.
16. Should a member of any Committee or Subcommittee fail to attend more than two successive Committee or Subcommittee meetings, without showing good cause, their 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 the CSR.

17. Vacancies in any office, committee or subcommittee shall be filled at the next properly called meeting of the Committee or Subcommittee.

5.1 Teacher Welfare Committee Frames of Reference

1. Preamble

This committee shall be called the Teacher Welfare Committee, hereafter referred to as the TWC. It shall prepare for and oversee negotiations and oversee the enforcement of the collective agreement on behalf of the teachers who are employed by Greater St. Albert Roman Catholic Separate Regional School Division No. 734.

2. Duties and Responsibilities

The TWC shall exist for the following reasons:

- *2.1 To gather and study data for the purpose of setting objectives for central and local collective bargaining.
- 2.2 To identify and interpret the economic and conditions of practice requirements of teachers.
- *2.3 To prepare proposed amendments to local provisions of the collective agreement for consideration of the members of the bargaining unit.
- 2.4 To effect central and local changes to the collective agreement as negotiated and ratified by the teachers.
- 2.5 To 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 central and local negotiations and the specific details of the collective agreement.
- 2.7 To consult with Collective Bargaining staff officers, district representative, and members of the bargaining unit before, during and after negotiation.
- 2.8 To identify areas of concern for teachers to monitor the implementation of collective agreement provisions and to provide the necessary assistance and direction in enforcing the provisions of the collective agreement.
- 2.9 To generally exercise leadership in all matters pertaining to collective bargaining.
- 2.10 To cooperate with the Representative of the Bargaining Agent (RBA) during bargaining.

3. Membership

The TWC shall consist of:

- 3.1 One (1) member from each school elected by the membership of the bargaining unit in each school and/or site, and one (1) member to be elected by those members who are not a part of a school and/or site. They shall be the voting members of the TWC for the Local.
- 3.2 The member who represents the substitute teachers. This would be the substitute teacher representative or designate. This member will be a voting member of the TWC for this local.
- 3.3 The district representative and those staff officers assigned from time to time to the TWC by the Alberta Teachers' Association. They shall be non-voting members of the TWC.
- 3.4 The president of the Local or appointee acting in an ex officio capacity.

4. Executive

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

5. Duties

- 5.1 The officers, elected from and by voting members of the TWC shall:
 - 5.1.1 chair – chair TWC meetings, represent the TWC in its relationship with the general membership, attend Local Council meetings and make such reports as required by the Local constitution 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 TWC meetings and perform such other internal communications functions as may be assigned from time to time.
- 5.2 The elected members of the TWC shall attend all TWC meetings and such other meetings as required by the Local association for purposes of reporting and communicating.
- 5.3 Absence from two consecutive meetings; without reasonable cause or consent, or without sending an alternate representative for their site, will result in that position being declared vacant by a motion of the TWC. The member shall be informed of the committee's decision by the chair.
- 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 to five, odd number preferred]* voting members elected from and by the voting members of the TWC. These members shall, with the RBA, engage in local collective bargaining with authorized representatives of the Board. The NSC shall select, from its members, an NSC chair.
- 6.2 Grievance Committee (where required by the collective agreement)
 - 6.2.1 the Grievance Committee shall consist of three (3) voting members elected from and by the voting members of the TWC.
 - 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 – two of these members shall be from the NSC,
 - 6.2.3.2 review applicable precedent cases, and
 - 6.2.3.3 consult with Collective Bargaining staff officers regarding disposition of each grievance.
- 6.3 The TWC Committee will form the following committees, at the first TWC meeting of the Local. The NSC (Negotiating Subcommittee) and the Grievance Committee. These committees will have it's members elected by the TWC.
- 6.4 The TWC may appoint such other subcommittees as deemed necessary.

7. Term of Office

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

8. Emergency Replacements

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

9. Meetings of the TWC or Bargaining Unit

- 9.1 Meetings of the TWC shall be called by the chair of the TWC on the chair's initiative or at the request of:
 - 9.1.1 a majority of the TWC executive
 - 9.1.2 a majority of voting members of the TWC

- 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 TWC on the chair's initiative or at the request of:

- 9.2.1 a majority of the TWC executive
- 9.2.2 a majority of voting members on the TWC
- 9.2.3 the chair of the NSC
- 9.2.4 the RBA or
- 9.2.5 thirty-five (35) 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 CBC shall constitute a quorum.

11. Rules of Procedure

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

12. Finances

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

13. Preparation Procedure for Bargaining

13.1 TWC shall request and consider suggested local amendments to the collective agreement from the members of the bargaining unit, members of the TWC and the RBA.

13.1.1 in addition, the TWC may propose suggested local amendments to the members of the bargaining unit.

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

13.3 Subsequent to the procedures outlined above, the TWC shall prepare a final initial proposal for transmission to Collective Bargaining Area of The Alberta Teachers' Association accompanied by a request for the Association to serve

notice to commence bargaining on the Board. The TWC shall provide members of the bargaining unit with a copy of the initial proposal.

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

14. Negotiating an Agreement

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

15. Ratification of the Local Memorandum of Agreement

- 15.1 A local memorandum of agreement shall be ratified by a simple majority of the members of the bargaining unit present at a properly called meeting of that unit, voting in favor of acceptance of the proposed agreement by means of a secret ballot vote.
- 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 TWC, NSC, etc)
8. Debate on Motion
9. Vote (by secret ballot – the ballots and ballot boxes are made available at this point and only one ballot shall be accepted from each voter)
10. Other Business (if votes on other issues are required, the procedures 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. Amendments to this Frame of Reference (Local Council—Single Bargaining Unit)

- 16.1 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:
- 16.1.1 amendments may be initiated by the TWC. Such amendments require:
- 16.1.1.1 that notice of motion to amend be given at a preceding TWC meeting,
 - 16.1.1.2 approval by a majority of the TWC members,
 - 16.1.1.3 consultation with the Local executive, and
 - 16.1.1.4 approval by a majority of the members of the Local Council.
- 16.2 Amendments may be initiated by the Local Council. Such amendments require:
- 16.2.1 that notice of motion of intent to amend be given at a preceding meeting of Local Council
 - 16.2.2 consultation with the TWC prior to a vote being taken
 - 16.2.3 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 TWC whose conduct is under investigation pursuant to subsection (2);0
 - 18.1.2 *investigator* is the individual appointed by the table officers pursuant to subsection (2);
 - 18.1.3 *officer* means the chair, vice-chair or secretary of a TWC or any other person appointed or elected to a TWC or a subcommittee thereof;
 - 18.1.4 *Provincial Executive Council* means the executive council as defined in section 11 of the *Teaching Profession Act*;
 - 18.1.5 *table officers* means the Association's officers as defined in Bylaw 35;
 - 18.1.6 *executive secretary* means the chief executive officer of the Association or a person designated by the executive secretary; and
 - 18.1.7 *staff officer* means a member of executive staff designated by the executive secretary.
- 18.2 Suspension or removal from office of officers
- 18.2.1 Where the table officers have or receive information which leads them to believe that an officer:
 - 18.2.1.1 has neglected his or her duties to the extent that the proper operation of the TWC is being negatively affected,

- 18.2.1.2 is mentally incapacitated,
 - 18.2.1.3 is engaging in corrupt practices,
 - 18.2.1.4 is engaging in financial malpractice or
 - 18.2.1.5 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 TWC officer by appointing an individual to conduct an investigation and to provide a written report to the table officers within a specified time with respect to the results of the investigation.
- 18.3 In the course of the intervention under section 18, an investigated officer is entitled to have access to a staff officer for advice.
 - 18.4 The table officers may, taking into account the nature of the alleged conduct and the urgency of the matter in question and any submission from the investigated officer, suspend an investigated officer from office pending the completion of the investigation and may terminate the suspension at any time if the table officers conclude that the suspension is no longer warranted.
 - 18.5 The table officers may appoint another individual to assume the duties of the investigated officer during the period of the suspension.
 - 18.6 The investigated officer may appeal a suspension from office under subsection 18.4 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.
 - 18.7 If an investigated officer appeals his or her suspension, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.
 - 18.8 During the investigation the investigated officer shall be provided with an opportunity to provide a response to the investigator with respect to the concerns about the investigated officer's conduct.
 - 18.9 An investigated officer may, in the course of the investigation, submit his or her resignation to the executive secretary.
 - 18.10 Where an investigated officer resigns in accordance with subsection (9), the investigation shall be continued with the cooperation of the investigated officer and the resignation does not extinguish any liability that the investigated local officer may have with respect to acts which occurred during the period the office was held.
 - 18.11 The investigated officer has a duty to cooperate during the investigation and the investigator may direct the investigated officer or any other member of the Alberta Teachers' Association to

- 18.11.1 answer any inquiries the investigator may have relating to the investigation;
 - 18.11.2 produce any records or other property in the investigated officer's possession or under his or her control that are or may be related in any way to the investigation;
 - 18.11.3 give up possession of any record for the purpose of allowing the investigator to make a copy and return the records within a reasonable time of receiving the records; and
 - 18.11.4 attend before the investigator for the purpose of complying with 18.11.1, 18.11.2 or 18.11.3 of this subsection.
- 18.12 In the event that the investigated officer fails or refuses to cooperate with the investigator, the failure to do so shall be noted by the investigator in his or her report to the table officers.
- 18.13 Upon completion of the investigation, the investigator shall submit a written report to the table officers and a copy of the written report shall be provided to the investigated officer.
- 18.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:
- 18.14.1 remove the investigated officer from office;
 - 18.14.2 restrict the investigated officer's eligibility for office in the future;
 - 18.14.3 if the investigated officer was suspended during the investigation, reinstate the investigated officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances;
- and shall advise the investigated officer and Provincial Executive Council of their decision.
- 18.15 If the table officers remove the investigated officer from office, then the table officers may appoint another individual to assume the duties of the investigated officer until a new officer is elected or appointed to the position in accordance with this frame of reference.
- 18.16 The investigated officer may appeal the decision of the table officers under subsection 18.14 by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.
- 18.17 If an investigated officer appeals the decision of the table officers, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the decision of the table officers shall be confirmed, varied or set aside.
- 18.18 In an appeal under subsection 18.7 or 18.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.

18.19 Official Trustee

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

18.19.1 when the TWC fails to comply with the requirements of section 2;

18.19.2 when the TWC fails to comply with the requirements of section 13;

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

18.20 The TWC may appeal the appointment of an official trustee to a representative assembly.

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

18.22 On appointment of an official trustee to the TWC, the officers of the TWC cease to hold office as officers of the TWC.

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

19. Effective Period

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

(This amended Frames of Reference was voted on and accepted by the TWC Committee of the GSACRD Local #23 – February 16, 2021)

5.2 Policy Advisory Committee Frames of Reference

5.2.1 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 UNIFOR). Hereafter, this committee shall be referred to as PAC.

5.2.2 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.

5.2.3 Organization

5.2.3.1. The PAC shall consist of one representative elected/appointed from each schools' professional staff, two trustees, Superintendent, Assistant Superintendent of Human Resource Services, one principal, one ATA representative, one CUPE representative, and one UNIFOR representative.

5.2.3.2. 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.

5.2.4 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:

5.2.4.1. Chair

5.2.4.1.1. Arrange and inform members of the PAC the time, date and place of all meetings.

5.2.4.1.2. Prepare and circulate an agenda for each meeting.

5.2.4.1.3. Chair the PAC meetings.

5.2.4.1.4. Represent the PAC in its relationship with ATA Local Council, hereafter called Local Council.

5.2.4.1.5 Provide leadership, along with the Superintendent and Assistant Superintendent, on development and revision of policies that may be implemented by the Board.

5.2.4.1.6. Attend or arrange for a committee member to attend Local

Council meetings and present a report of the committee activities.

5.2.4.1.7. 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.

5.2.4.1.8. Submit all minutes to PAC members and the ATA Local Secretary as soon as possible and at least before the next meeting.

5.2.4.2 Secretary

5.2.4.2.1 Keep accurate minutes of their assigned PAC meeting and submit minutes to chair as soon as possible.

5.2.4.2.2 Perform such other internal communication functions as may be assigned from time to time.

5.2.5 Duties and Responsibilities

5.2.5.1 Submit proposed policies and policy revisions to the committee for consideration and input prior to Board approval.

5.2.5.2 Review policies for relevancy and so that they have the desired impact regarding the operations of schools.

5.2.5.3 Recommend policies and policy revisions, as appropriate, in order to facilitate the effective and efficient operation of the Division.

5.2.5.4 Recommend administrative procedures and administrative procedures revisions, as appropriate, to the superintendent.

5.2.5.5 Attend PAC meetings for purpose of consulting, reporting, and communicating to respective stakeholders.

5.2.6 Meetings of the PAC

5.2.6.1 The PAC shall have four meetings annually or at the discretion of the chair, in consultation with the Superintendent and/or the Assistant Superintendent.

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

5.2.7 Quorum

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

Legal Reference: Section 33, 142 Education Act

***Note: This committee is establish in board policy and is in the current ATA collective agreement**

5.3 Professional Development Committee Frames of Reference

5.3.1 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.

5.3.2 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.

5.3.3 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 they may be re-elected.
- ii. The 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, DEHR representative and guests who may attend PD committee meetings from time to time, shall be non-voting members of the PD committee.

5.3.4 Officers:

The officers of the PD committee shall consist of a 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 or Co-chairs:

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 Council of School rep (CSR) 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 the June CSR meeting.
9. To attend, if possible, Professional Development Area Conferences and the PD Course at Summer Conference.
10. Establish an annual budget in accordance with the guidelines set forth by the Treasurer.
11. Submit a report of committee members requiring substitute teachers in order to fulfill their respective committee duties as outlined in the Duties and Expectations of all Committees.
12. To consult with professional development staff officers, district representatives, consultants (as assigned) and members of the local.

Secretary:

1. Keep accurate business records and minutes of all Professional Development meetings and submit them to Chair of Professional Development 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.

5.3.5 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. Endeavour 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 CSR 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 establish operational policy and procedures for any subcommittee that may be formed for the professional development committee.
14. To organize Joint Professional Development Fund Committee and administer and disperse the funds from the collective agreement. This is a subcommittee of the PD committee.

5.3.6 Meetings of the PD Committee

1. The PD committee shall meet monthly or at the discretion of the chair.
2. Notice of intent to hold a meeting shall be given to members as soon as possible.
3. It is the duty of each elected member of the PD committee to attend meetings for the purposes of reporting and communicating, or find an alternate.

5.3.7 Quorum

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

5.4 Diversity, Equity and Human Rights Committee Frames of Reference

The DEHR committee shall be charged with the affairs of Diversity, Equity and Human Rights Education and Professional Development in the Local. These activities will be undertaken in accordance with the Diversity, Equity and Human Rights policies of the Provincial Association and the Greater St. Albert Catholic Local #23.

The Diversity, Equity and Human Rights Provincial Committee promotes Diversity, Equity and Human Rights in Alberta schools and in the various Locals. Initiatives include addressing discrimination and oppression and advocating for racialized student and teachers or those who identify from gender and sexual diverse groups. Programs and resources support cultural responsiveness and maintain ties with the UNESCO schools project network and Women in Leadership.

5.4.1 Organization

Chair (as elected by CSR at AGM) and Members of the Committee (one per school).
Chair.

5.4.2 Officers

The Officer of the DEHR committee shall also act as Chair of the committee. A committee member or chair may be assigned as committee secretary at each meeting.

The DEHR Chair expected to:

1. To arrange a time, date and place of all meetings.
2. To prepare and circulate an agenda for each meeting.
3. Track committee member attendance for DEHR Committee member honorarium.
4. To adhere to the budget as approved by maintaining a record of monies spent.
5. Represent the Local Executive in its relationship with the members of the DEHR Committee and all general membership.
6. To provide leadership on planning and implementing DEHR activities for the DEHR Committee and for general membership. These may include but are not limited to;
 - Ordering resources and maintaining the borrowing/lending of the resources.
 - Creating connections with and awareness of community Knowledge Keepers, Cultural Advisors, Elders and Organizations.
 - Highlighting community events, resources available and items of interest.
 - Inviting community members as guests to attend DEHR meetings.
 - Participating in Community events such as St. Albert Pride.

- Join with other locals to plan or participate in events.
- Represent the DEHR committee in its relationship with the general membership.

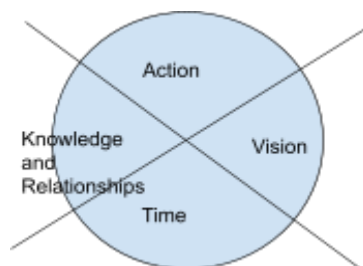
5.4.3 Duties and Responsibilities

In general the DEHR committee will:

1. Attend committee meetings and if necessary appoint an alternate to attend.
2. Represent the DEHR Committee in its relationship with the general membership. This may include providing opportunities for self growth and school learning.
3. To communicate and share Diversity, Equity, Human Rights projects and initiatives with other schools and encourage shared experiences between schools.
4. Participate in DEHR activities, for example: movie or book club events and community events.
5. If possible, attend the DEHR Conference.
6. To promote learning to achieve Foundational Knowledge for TQS and supporting 2SLGBTQ+ staff and students.
7. Quorum for the DEHR Committee shall be the majority of the DEHR Committee members.

5.4.4 Meetings of the DEHR Committee

Organization: The Medicine Wheel symbolizes the Direction of the DEHR Committee.



Action:

- Participating in movie or book club events, community events including St. Albert PRIDE day.
- Sharing resources and school events at meetings and in communications.
- Creating a DEHR library of books for both classrooms and teachers.

Vision:

- To provide opportunities for self growth and school learning.
- To provide support for school GSAs or QSAs which may include a group for Teachers.
- To promote learning to achieve Foundational Knowledge for TQS.

Knowledge and Relationships:

- Information shared through ATA communications and meetings.
- To create connections with students, staff, community members and organizations.
- To invite interested community members to share expertise and knowledge.

Time:

- Meetings or events as required and available including DEHR Conference.
- Regular emails or other communications informing members of events or information.
- Choosing a successor for Chair by May every second year.

5.5 Mentorship Committee Frames of Reference

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

5.5.1 Organization

A Mentorship committee shall consist of representatives based on the following guidelines:

- a. 1 teacher representative in the early stage of his/her career
- b. 1 school administrator representative
- c. 1 ATA local executive representative
- d. 1 provincial ATA staff member
- e. 1 teacher mentor currently in program (secondary) **and/or** 1 teacher mentor currently in program (elementary) **and/or** 1 seasoned teacher
- f. 1 ATA Local President

1. A Mentorship committee member shall have a term of office of one year, after which they may be re-elected.
2. The chair and secretary of the Mentorship committee shall be elected by the members of the Mentorship committee.
3. Members are expected to be prepared to serve on a subcommittee of the Mentorship committee, the Mentorship Steering Committee, which works with district staff.
4. The district representative and those staff officers, consultants and guests who may attend Mentorship committee meetings from time to time, shall be non-voting members of the Mentorship committee.

5.5.2 Duties

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

1. Represent the Mentorship committee in its relationship with the general membership.
2. Provide leadership on planning, implementing, and evaluation of professional development programs for new teachers and mentors.

3. Review policies, documents, and the frame of reference on an annual basis.
4. Attend or arrange for a committee member to attend CSR meetings and present a report of committee activities.
5. To consult with professional development and mentorship staff officers, district representatives, consultants (as assigned) and members of the local.
6. Promote and organize the Mentorship Program and attend meetings of the Mentorship Steering Committee.
7. Prepare a budget for approval by the local and adhere to the budget as approved by maintaining a record of monies spent to date.
8. Evaluate the program by seeking feedback from all stakeholders.

5.5.4 Meetings of the Mentorship Committee

1. The mentorship committee shall meet at the discretion of the chair.
2. Notice of intent to hold a meeting shall be given to members as soon as possible.
3. It is the duty of each member of the mentorship committee to attend meetings for the purposes of reporting and communicating.
4. Communication of absence should be made to the Mentorship Chair or the Mentorship Secretary.

5.6 Liaison Committee Frames of Reference

5.6.1 Mandate

5.6.1.1 To be faithful to the Foundational Statements (Motto, Mission, Values, and Vision) of Greater St. Albert Catholic Schools

5.6.1.2 To nurture the Gospel value of community and right relationships

5.6.1.3 To facilitate dialogue and collaboration with respect to emerging developments in Catholic education

5.6.1.4 To resolve issues from the workplace within an informal environment so as to reduce the need for more formal and taxing processes

5.6.2 Membership

5.6.2.1 The membership of ATA Liaison Committee, hereafter referred to as the Committee, will include:

5.6.2.1.1 Three (3) representatives of the ATA Local;

5.6.2.1.2 Two (2) trustees appointed annually at the Organizational Meeting of the Board of Trustees;

5.6.2.1.3 The Superintendent of Schools;

5.6.2.1.4 The Assistant Superintendent, Human Resources and Leadership Services (to address topics specific to human resources).

5.6.3 Operations

5.6.3.1 The Committee will meet four (4) times per school year, the dates for which will be established at the last meeting of the previous schedule.

5.6.3.2 Additional meetings may be called at the request of the ATA Local, Board of Trustees, or the Superintendent of Schools to respond to topics which are deemed to be time sensitive.

5.6.3.3 The Superintendent of Schools is the chair and will consult with the membership to set the agenda for each meeting.

5.6.3.4 The Superintendent or her/his designate will be responsible to keep and to distribute meeting notes as a record of the decisions of the Committee that have longer term implications.

5.6.3.5 Representatives will be responsible to report the deliberations of the Committee to their constituents.

5.6.4. Measures / Indicators

4.1 At the last meeting of each school year, the membership will reflect on how their successors can improve on the operations of the Committee.

5.7 Women in Leadership Committee Frames of Reference

5.7.1 Preamble

This committee shall be called the Greater St. Albert Catholic Teachers' Local #23 Women in Leadership committee, hereafter referred to as the WIL committee. It shall work to advance the interests of women in leadership within the Alberta Teachers Association (the Association) and or / the school division on behalf of the teachers who are members of the Greater St. Albert Catholic Teachers' Local.

5.7.2 Duties and Responsibilities

The WIL committee shall exist for the following reasons:

5.7.2.1 To review Local Association structures and practices to identify opportunities to promote and enhance gender equality and women's participation in all aspects of a member's employment and Association life.

5.7.2.2 To study, monitor and advise Local Council on matters affecting women in/into leadership within public education in Alberta and make recommendations for coordinating the work of the Association related to women in/into leadership.

5.7.2.3 To review annually relevant Local Association policy and to submit recommendations to the Local Resolutions Committee, as appropriate; to recommend to Local Council on new policy, as required.

5.7.2.4 To undertake research within budgetary limits.

5.7.2.5 To constitute subcommittees as needed for the purpose of carrying out its mandate.

5.7.2.6 To prepare and submit directly to the Resolutions Committee any reports on relevant resolutions referred to Council by the Annual Representative Assembly.

5.7.2.7 To provide opportunities for networking and support for women in leadership.

5.7.2.8 To cooperate with the Provincial Women in Leadership committee to advance the cause of and information about women in educational leadership.

5.7.3 Membership

The WIL committee shall consist of:

5.7.3.1 [Seven to eleven preferred] members of the Local elected by the Local pursuant to this Frame of Reference. They shall be the voting members of the WIL committee.

5.7.3.2 The district representative(s). They shall be non-voting members of the WIL committee. 3.3 The president of the Local or appointee acting in an ex officio capacity.

5.7.4 Election of WIL committee

5.7.4.1 Members of the WIL committee shall be elected on the basis of a system having due regard for the principle of representation by population.

For example [these models are commonly used]:

- two from each of Divisions I, II, III and IV plus three elected at large or seven elected at large or one from each school sized x, two from each school sized 2x and one from the remaining (small) schools
- one who holds the designation of administrator
- one who is a substitute teacher.

5.7.5 Executive

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

5.7.6 Duties

5.7.6.1 The officers, elected from and by voting members of the WIL committee shall: 6.1.1 chair – chair WIL committee meetings, represent the WIL committee in its relationship with the general membership, attend Local Council meetings and make such reports as required by the Local constitution.

5.7.6.1.2 vice-chair – act on behalf of the chair in his/her absence.

5.7.6.1.3 secretary – keep an accurate record of all WIL committee meetings and perform such other internal communications functions as may be assigned from time to time.

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

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

5.7.6.4 A chair shall act only with the consent of a majority of the committee.

5.7.7 Term of Office

All WIL committee members, officers and committees are deemed to be elected for a term of two year(s).

5.7.8 Emergency Replacements

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

5.7.9 Meetings of the WIL committee

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

5.7.9.1.1 a majority of the WIL executive

5.7.9.1.2 a majority of voting members of the WIL committee

5.7.9.1.3 the president of the Local or

5.7.10 Quorum

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

5.7.11. Rules of Procedure

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

5.7.12. Finances

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

5.7.13. Amendments to this Frame of Reference

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

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

5.7.13.1.1.1 that notice of motion to amend be given at a preceding WIL committee meeting,

5.7.13.1.1.2 approval by a majority of the WIL committee members,

5.7.13.1.1.3 consultation with the Local executive, and

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

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

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

5.7.13.2.2 consultation with the WIL committee prior to a vote being taken

5.7.13.2.3 approval by a majority of the members of the Local Council

5.7.14 Provincial Association Intervention

5.7.14.1 In this section,

5.7.14.1.1 investigated officer means an officer of the WIL committee whose conduct is under investigation pursuant to subsection (2);0

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

5.7.14.1.3 officer means the chair, vice-chair or secretary of a WIL committee or any other person appointed or elected to a WIL committee thereof;

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

5.7.14.1.5 table officers means the Association's officers as defined in Bylaw 35; 14.1.6 executive secretary means the chief executive officer of the Association or a person designated by the executive secretary; and

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

5.7.14.2 Suspension or removal from office of officers

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

5.7.14.2.1.1 has neglected his or her duties to the extent that the proper operation of the WIL committee is being negatively affected,

5.7.14.2.1.2 is mentally incapacitated,

5.7.14.2.1.3 is engaging in corrupt practices,

5.7.14.2.1.4 is engaging in financial malpractice or

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

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

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

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

5.7.14.6 The investigated officer may appeal a suspension from office under subsection 18.4 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.

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

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

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

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

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

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

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

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

5.7.14.11.4 attend before the investigator for the purpose of complying with 5.7.14.11.1, 5.7.14.11.2 or 5.7.14.11.3 of this subsection.

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

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

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

5.7.14.14.1 remove the investigated officer from office;

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

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

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

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

5.7.14.17 If an investigated officer appeals the decision of the table officers, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the decision of the table officers shall be confirmed, varied or set aside.

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

5.7.14.19 Official Trustee

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

5.7.14.19.1 when the WIL committee fails to comply with the requirements of section 2;

5.7.14.19.2 when the WIL committee fails to comply with the requirements of section 13;

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

5.7.14.20 The WIL committee may appeal the appointment of an official trustee to a representative assembly.

5.7.14.21 An official trustee appointed under subsection 5.7.14.19 has the powers and duties conferred by the General Bylaws on a WIL committee and conferred by this frame of reference;

5.7.14.22 On appointment of an official trustee to the WIL committee, the officers of the WIL committee cease to hold office as officers of the WIL committee.

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

Section C: Policy Amendments

6.0 Amendments to General Policy

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.

7.0 Amendments to Frames of Reference for Standing and Ad Hoc Committees:

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:

7.1 Amendments initiated by the Standing or Ad Hoc Committee.

Such amendments require:

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

Note: Amendments to portions of these Frames of Reference for Ad Hoc or Standing Committees may be subject to or superceded by the collective bargaining agreement or the provincial association.

7.2 Amendments initiated by Council of School Representatives

Such amendments require:

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

Note: Amendments to portions of these Frames of Reference for Ad Hoc or Standing Committees may be subject to or superceded by the collective bargaining agreement or the provincial association.