

**CONSTITUTION
OF THE RED RIVER VALLEY TEACHERS' ASSOCIATION
OF THE MANITOBA TEACHERS' SOCIETY**

1. AUTHORITY AND NAME

- 1.01 In accordance with the provisions of Section 13, Sub-Section 3 of The Manitoba Teachers' Society Act, the Red River Valley Teachers' Association is permitted to formulate this Constitution, to adopt by-laws, and to pass resolutions not inconsistent with the said Act or with the bylaws of the said Society.
- 1.02 The said Division Association shall be known as the Red River Valley Teachers' Association of The Manitoba Teachers' Society, and/or l'Association professorale de la Vallee de la Riviere-Rouge de The Manitoba Teachers' Society, hereinafter referred to as the "Association."

2. OBJECTIVES

The objectives of the Association shall be:

- a. to promote and advance the cause of education;
- b. to safeguard and advance the interests of the teaching profession;
- c. to foster active participation by the members of the Association;
- d. to stimulate a continuing interest in the teaching profession;
- e. to promote the welfare of the members;
- f. to foster the professional growth of the members;
- g. to foster observance of The Manitoba Teachers' Society's "Teacher Code of Ethics;"
- h. to co-operate with other organizations having same or like aims and objectives;
- i. to promote interest and concern in student welfare;
- j. to promote and develop a collegial spirit and understanding among the teachers within the area served by the Association; and
- k. to stimulate public interest in educational affairs.

3. DUTIES OF THE ASSOCIATION

The duties of the Association shall include the following;

- a. to act as the bargaining agent of its members in all matters concerning the terms and conditions of employment, including salaries, consistent with the requirements of teachers as a professional group;
- b. to secure conditions for its members which will make possible the best professional educational service;
- c. to negotiate Collective Agreements with the employer of its members;
- d. to take any action it may deem advisable to protect and to advance the welfare of individual members;
- e. to take any measure not inconsistent with the Constitution, by-laws and policies of The Manitoba Teachers' Society, which the Association deems necessary or advisable in order to give effect to any policy adopted by it;
- f. to maintain an effective public relations program and to promote the professional status of teachers;
- g. to promote professional development of its members; and,
- h. to further and support other aims or objectives of The Manitoba Teachers' Society not stated above.

4. MEMBERSHIP

- 4.01 Every person who is a teacher or who performs any one or more functions involved in the teaching process, including every person who is a substitute teacher, and who is employed by the Red River Valley School Division on a full-time, part-time, or casual basis shall be eligible to be a member of the Red River Valley Teachers' Association.
- 4.02 Every person who is a member in good standing of The Manitoba Teachers' Society, including a substitute teacher, and who is employed by the Red River Valley School Division shall be a member in good standing of the Association and hereinafter is referred to as a "member."
- 4.03 Every member of the Association shall have the right to vote for her/his Executive representatives, and to hold office in the Association.

5. ANNUAL MEMBERSHIP FEES

An Association fee, payable by each member of the Association, shall be in such amount as determined at the Annual General Meeting, and shall be due and remitted to the Association Treasurer as directed by the Association Executive.

6. EXECUTIVE OF THE ASSOCIATION

(hereinafter referred to as the "Executive")

6.01 Composition

- a. The Executive of the Association shall consist of:
 - i. President,
 - ii. Vice-President (Professional Issues Chairperson),
 - iii. Secretary,
 - iv. Treasurer,
 - v. Negotiations Chairperson,
 - vi. Professional Development Chairperson,
 - vii. E.F.M.Liaison,
 - viii. Communications and Wellness Chairperson,
 - ix. Teacher Welfare Chairperson,
 - x. Workplace Safety and Health Chairperson,
 - xi. the Immediate Past-President, and
 - xii. one member-at-large.
- b. The members of the Association shall elect the members of the Executive by a referendum vote conducted as hereinafter provided.

6.02 Powers and Duties

- a. Direct and supervise the business and affairs of the Association.
- b. Supervise the activities of committees.
- c. Delegate responsibilities to any one or more of its Executive members as it may deem practical or advisable from time to time.
- d. Appoint committee membership and the chairs of ad hoc committees.
- e. Delegate any of its powers.
- f. Appoint a Nominations Officer to solicit nominations to the Executive.
- g. Prepare the agenda of business for the Annual General Meetings.

- h. Propose a budget and an annual fee for presentation to the Annual General Meeting.
- i. Appoint an auditor, who will audit the books of the Association at the close of the school year.
- j. Do any matter or thing not inconsistent with the objectives and policy of the Association.

6.03 **Procedures**

- a. The new Executive shall assume office on June 1st.
- b. The Executive shall meet within fifteen (15) days following the date of assuming office. The agenda of the first meeting should provide constitutional information, the functions of current committees, history of current problems, and designation of Executive assignments to become effective thereafter.
- c. The Executive shall meet at least five (5) times a year.
- d. The President shall have the power to call a meeting of the Executive at any time.
- e. At the request of any three Executive members, the President must call a meeting.
- f. One week notice for meetings must be given.
- g. Emergency meetings may be called with less notice provided there is a limited agenda.
- h. The Rules of Order for Executive meetings will be *Rules and Procedures Governing the Annual General Meeting* of The Manitoba Teachers' Society.

6.04 **Quorum of the Executive**

Fifty (50) percent of the members of the Executive shall constitute a quorum.

6.05 **Attendance at Executive Meetings**

Whenever any member of the Executive is absent from more than two (2) consecutive, regular Executive meetings, without reasons satisfactory to the Executive, that member automatically shall cease to be a member of the Executive. In the event of such a vacancy, the Executive shall appoint a successor according to the procedure set out under 9.02 (g).

7. **EXECUTIVE OFFICERS OF THE ASSOCIATION**

7.01 The Executive officers of the Association, excepting the Past-President, shall be elected by the members as hereinafter provided.

7.02 The duties and powers of the respective table officers of the Association shall include the following:

- a) **President**
 - i. shall call, prepare the agenda, and preside at all meetings;
 - ii. shall be chairperson of the Executive;
 - iii. shall countersign all funds dispersed;
 - iv. shall be, ex-officio, a member of all committees;
 - v. shall be responsible for the Association's M.T.S. Annual General Meeting delegation;
 - vi. shall investigate grievances and make recommendations to

- vii. shall act as official spokesperson of the Association;
- viii. shall report at the Association's Annual General Meeting on the central issues dealt with by the Executive.

b) **Vice-President**

- i. shall assume the duties and responsibilities of the President in her or his absence, or when requested to do so by the President;
- ii. shall be chairperson of the Professional Issues Committee;
- iii. shall be responsible for monitoring Education Finance issues;
- iv. shall perform all other duties which may be assigned to her/him by the Executive;
- v. shall be considered as a co-signer for funds of the Association.

c) **Immediate Past-President**

- i. shall act in an advisory capacity to the Executive;
- ii. shall perform such duties as may be conferred to her/him by the Executive.

d) **Secretary**

- i. shall record, retain, and sign all minutes (including attendance) of the Executive, general meetings, and a list of the members of the Association as defined in Article 4.01;
- ii. shall be responsible for giving notice of such meetings and for reserving facilities for such meetings;
- iii. shall make and send such statements and reports as requested by the Executive.

e) **Treasurer**

- i. shall be the custodian of all funds of the Association and keep such funds in a bank or financial institution as decided by the Executive;
- ii. shall keep an accurate record of all monies collected and dispersed;
- iii. shall present financial statements and reports to the Executive;
- iv. shall comply with provincial legislation regarding auditing;
- v. shall prepare and present a budget to the Executive and the Annual General Meeting;
- vi. shall ensure appropriate procedures are in place to process receipts, investments and expenditures;
- vii. shall countersign all cheques.

f) **Teacher Welfare Chairperson**

- i. shall deal with matters such as pension, disability benefits, group insurance and other types of insurance;
- ii. shall compile an information folder for distribution each September to all new teachers in the Association as directed by the Executive;
- iii. shall act as liaison with M.T.S. regarding Employee Benefits and Equity and Social Justice issues.;
- iv. shall assist members and respond to inquiries;

- v. shall report on the work of the committee to the Annual General Meeting.
- g) **Workplace Safety and Health Chairperson**
- i. shall investigate working conditions and make recommendations to the Executive and the Negotiations Committee Chairperson;
 - ii. shall assist members and respond to inquiries;
 - iii. shall represent the Association regarding Workplace Safety and Health matters with the Division, M.E., and all other similar bodies involved in this issue;
 - iv. shall report on the work of the Committee to the Annual General Meeting.
- h) **Representant des Educateurs/trices franco-manitobains**
- i. shall act as liaison officer between les Educatrices et éducateurs francophones du Manitoba and the Association and shall represent the Executive in matters relating to education in the French language;
 - ii. shall help the Executive identify and meet the needs of the E.F.M. members concerning professional development and teaching materials in the area of education in the French language;
 - iii. shall be a member of the Professional Development Committee.
- i) **Communications and Wellness Chairperson**
- i. shall publish a newsletter for teachers;
 - ii. shall take other actions related to public relations with the Division, the teachers, or other bodies as determined by the Executive;
 - iii. shall initiate a function to welcome new teachers and ensure retiring teachers are honoured;
 - iv. shall plan wellness and recreation activities for members;
 - v. shall act as liaison with M.T.S.; and,
 - vi. shall assist the Teacher Welfare Chairperson in the compilation and distribution of an information folder each September to all new teachers in the Association as directed by the Executive.
- j) **Chairpersons**
- i. shall carry out the aims and duties of their respective committees and deal with all items of business referred to their committees by the Executive;
 - ii. shall recommend committee appointments to the Executive;
 - iii. shall be responsible for proposing a budget to the Executive for the committee;
 - iv. shall be responsible for appointing sub-committees as the need arises;
 - v. shall be responsible for staying within the budgetary limits unless prior Executive approval is obtained for further expenditures;
 - vi. shall be responsible for submitting receipts for expenses.

8. **COMMITTEES OF THE ASSOCIATION**

8.01 Every committee established under this Constitution shall include amongst its membership one (1) member of the Executive who may be the chairperson of such committee. Either this member or the chairperson shall be responsible for reporting the activities thereof to the Executive at such time and in such manner as the Executive may decide from time to time. The President shall be a member, ex-officio, of all committees.

8.02 **Executive Standing Committees**

Each year the Executive shall appoint the following standing committees and such additional committees as may be decided. The chairperson shall be responsible to the Executive and for reporting to the Annual General Meeting. The Executive shall determine the size and composition of the committees.

a) **Negotiations Committee**

- i. shall be responsible for the preparation of the opening package for approval by the Executive;
- ii. shall ensure that a registered letter, signed by the chairperson, is sent to the Board to open negotiations, in accordance with the provisions of the Collective Agreement;
- iii. shall be the instrument for negotiating changes in the Collective Agreement with the Red River Valley School Division;
- iv. the signing officers for the Collective Agreement and all related documents shall be the President and the Chairperson of the Negotiations Committee;
- v. may make recommendations to the Executive for new policies and procedures relating to negotiations;
- vi. shall advise the President regarding grievances related to the Collective Agreement;
- vii. shall be responsible for presenting the new proposed collective agreement at the ratification meeting;
- viii. shall report at the Annual General Meeting.

b) **Professional Issues Committee**

- i. shall address all issues which affect teachers including: evaluation, transfer problems, class size, etc.;
- ii. shall identify, study and make recommendations to administration regarding the professional issues of teachers;
- iii. shall refer professional issues that are not resolved with administration through discussion to the Negotiations Committee;
- iv. shall report to the Annual General Meeting regarding the professional issues discussed with administration.

c) **Professional Development**

- i. shall represent the views of the Association on all matters relating to professional development;
- ii. shall identify and respond to professional development needs of members;

- iii. shall cooperate with M.T.S., M.E.C.Y. and the Red River Valley School Division, and all other similar bodies to develop and enhance programs for the professional development of members;
- iv. shall make a report on the activities of the committee to the Annual General Meeting.

9. ELECTION PROCEDURES

9.01 General Procedures

- a) Every member shall have the right to vote by secret ballot in elections. No member shall be entitled to vote more than once in the election.
- b) The Executive shall appoint an Association Chief Returning Officer who shall be responsible for the proper conduct of an election, held at the Annual General Meeting.

9.02 Executive Elections

In addition to the general procedures in 9.01, the Executive shall be elected according to the following procedure.

- a) On or before May 1st of each year, the Executive shall appoint an Executive Nominations Officer who shall seek out nominations to the Executive..
- b) The Executive Nominations Officer shall also be the Chief Returning Officer for the election.
- c) Only members who are in good standing in the Manitoba Teachers' Society may be nominated. A member may be a candidate for any number of executive positions, but if successfully elected, may only accept one (1).
- d) On or before May 1st, the Executive Nominations Officer shall report to the members of the Association a slate of all candidates who have accepted nomination for each respective office or position. On or before May 1st, other candidates may be nominated by submitting a nomination endorsed in writing by ten (10) members. Any candidate who is unchallenged for an Executive position shall be declared elected by acclamation at this time.
- e) A date prior to the third Wednesday of May shall be the date of the Annual General Meeting and the election (if necessary) for remaining executive positions. Nominations from the floor may be made to fill any vacant executive position, but not for executive positions which already have two (2) or more nominees. The ballot shall list the candidates for all unfilled/challenged executive positions, and shall instruct members to vote by indicating a single preference for each challenged position.
- f) Any candidate or a designated stand-in may attend the counting of ballots, providing prior written notice has been given to the Chief Returning Officer. Candidates or designated stand-ins may not touch or handle ballots or other election material used by scrutinizers. Any communication regarding objections with respect to election procedure shall be made with the Chief Returning Officer only. Should a candidate wish to request a recount, a written request by the candidate must be made to the President immediately following the election announcement. Following the announcement, or following a recount, the President shall make a motion to destroy the ballots.

- g) In the case where the President's position is left vacant as of May 1st and there are no nominations from the floor at the Annual General Meeting, the Vice-President will assume the office of President. To fill the resulting vacancy in the Vice-Presidency, or any other vacancy, the runner up in the immediately prior election will be offered the vacant position. If the runner up declines the position, or there was no election, the Executive shall elect a replacement from the present members.
- h) Failing to achieve maximum executive membership after following the above election procedures in 9.02 (g), the Executive may utilize additional procedures in the nomination and election of candidates.
- i) The new Executive shall assume office as of the first meeting held in the first week of June. The agenda of the first meeting should provide constitutional information, the functions of current committees, a history of current problems, and designation of Executive assignments to become effective hereafter.

10. MEETINGS OF MEMBERS

- 10.01 On receipt of a petition signed by twenty-five (25) members of the Association, the President shall call a meeting of the members. Such a meeting must take place within two (2) weeks of the receipt of said petition.
- 10.02 A meeting of members may be called for any of the following purposes:
 - a) to hear reports from the Executive or any committee or committees;
 - b) to provide a forum for the views of individual members;
 - c) to compel the resignation of the Executive. Each member of the Executive shall be deemed to have resigned and a new election shall be held immediately in accordance with the provision of this Constitution provided that;
 - i. a petition signed by thirty-five (35) members has been received;
 - ii. fifty (50) percent of the members of the Association are present at the meeting;
 - iii. a two-thirds (2/3) majority of all members in attendance at such a meeting vote in favour of a resolution to compel the resignation of the Executive; and
 - iv. the majority of the members present have elected provisional officers and Executive members who shall be responsible for the conducting of a new election and carrying on the business and affairs of the Association in accordance with the powers of the Executive.
- 10.03 The Executive, or any committee, may hold meetings of members for the purpose of disseminating information, discussing problems and/or studying aspects of concern to the profession, provided only that the Executive shall have approved the date, place and time of such meetings and that any decisions made at such a meeting shall constitute a recommendation to the Executive and be submitted in the form of a report to the Executive.

11. ASSOCIATION ANNUAL GENERAL MEETING (AGM)

The Red River Valley Teachers' Association will hold an Annual General Meeting open to all members. Such meeting shall take the following format:

- a) the date of said meeting shall be no later than the third (3rd) Wednesday in May;
- b) a quorum requires 20% (twenty percent) of all eligible members (which includes all registered substitute teachers) to be in attendance;
- c) the business of the meeting shall include: elections for unfilled Executive positions, a budget presentation including ratification of a revised local Association due (if any), reports by the President, Teacher Welfare Officer, and chairpersons of the Negotiations Committee, Professional Issues Committee, and the Professional Development Committee, and any proposed amendments to the Association's Constitution.

12. RULES OF PROCEDURE

Any question arising at a meeting whatsoever regarding the conduct or procedure will be determined by *Rules and Procedures Governing the Annual General Meeting* of the Manitoba Teachers' Society.

13. M.T.S. ANNUAL GENERAL MEETING

13.01 **Delegates**

- a) Delegates to the Annual General Meeting of The Manitoba Teachers' Society shall be appointed by the Executive from among the members of the Executive.
- b) The Executive shall have the authority to appoint substitutes or alternates from the general membership at its discretion.

14. RATIFICATION OF A NEW COLLECTIVE AGREEMENT

- a) The Executive shall ensure full details and rationale about the proposed contract are distributed to each member prior to ratification. Questions raised by any member and the answers supplied will be made available to all members.
- b) The Executive shall appoint an Association Chief Returning Officer. The said Officer shall be responsible for the proper conduct of a ratification vote and shall make all arrangements for such a vote.
- c) On the date of ratification, members of the bargaining unit shall be allowed to cast their secret ballots at one of three locations (St. Pierre, Morris, Sanford), either accepting or rejecting the proposed Collective Agreement. Hours for voting shall be from 3:30 p.m. to 5:30 p.m.
- d) The Chief Returning Officer will appoint at least three (3) Executive members as Returning Officers. The opening of the ballot boxes and counting of the ballots will be done by the Chief Returning Officer and two (2) appointed scrutinizers.
- e) The Chief Returning Officer will report the results of the ratification vote to the President immediately following the counting of votes (no later than two days following the vote).
- f) A majority vote is required for ratification.
- g) The ballots will be destroyed following the announcement of the ratification vote.

15. AMENDMENTS TO THE CONSTITUTION AND/OR BYLAWS

This Constitution and/or Bylaws may be amended at any time as follows:

- a) any member of the Association shall have the right to submit in writing to the Secretary a proposed amendment to the Constitution or Bylaws of the Association at any time;
- b) the Secretary shall send forthwith a copy of the proposed amendment to all members of the Association, and this shall be at least ten (10) days prior to consideration of same at the Annual General Meeting, or a special meeting held to deal with an urgent amendment or modification;
- c) the amendment or any modification thereof must be approved by at least two-thirds (2/3) of the representatives present at a meeting of the Association, and if so approved, then the Constitution shall be deemed to be amended accordingly;
- d) approved amendments will be submitted to the M.T.S. Provincial Executive and will become effective on the date of approval by the Provincial Executive.

This revised constitution was adopted at the AGM of the Red River Valley Teachers' Association on May 7, 2008.

Approved by Provincial Executive at its meeting on January 15, 2009.

Revised May 13, 2009 at the RRVTA AGM.

Revised by the RRVTA Executive February 9, 2011, and approved by the Provincial Executive April 15, 2011.