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The founding meeting of the Red River Valley Teachers' Association was held on April 4, 2002 at Oak Bluff Community School. This association was established as a result of the amalgamation of the Red River School Division and the Morris Macdonald School Division.

The said Teacher 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".

1.0 Objectives

The objectives of the Association shall be:

- a) to promote and advance the cause of education;
- b) to safeguard and advance the interest 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 teachers;
- g) to foster observance of The Manitoba Teachers' Society's *Code of Professional Practice*;
- h) to cooperate with other organizations having the 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.

2.0 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 the 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 employers 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.

1.0 Executive

Association	Committees & Functions
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Executive:

President	Grievances Association Spokesperson
Past President	Advisory
Vice President	Professional Issues Committee Elections Education Finance Committee
Secretary	Signatory of Association Minutes
Treasurer	Auditing of Books
Negotiations Chairperson	Collective Bargaining Grievances
Professional Development Chairperson	In-services
Communications & Wellness Officer	Newsletter Recreation & Wellness Activities
E.F.M. Liaison	French Language Issues
Teacher Welfare Officer	Employee Benefits E.I.E.
Workplace Safety and Health Chairperson ...	Workplace Safety and Health Issues
One member-at-large	Duties assigned as necessary

Position Title: Vice President

Objective(s):

- ◆ To act as a member of the Executive in governing the affairs of RRVTA.
- ◆ To chair the Professional Issues Committee.
- ◆ To monitor Education Finance issues.
- ◆ To assist the RRVTA President in such duties as may be assigned by that officer.

Time Commitment:

- ◆ Release time
- ◆ Meetings
- ◆ Training Seminars
- ◆ Executive Meetings

1.0 Duties & Responsibilities:

1.1 Executive

- a) As a member of the Executive, shall be responsible for governing the affairs of RRVTA and acting in the best interests of the membership.
- b) As a member of the Executive, shall be responsible for carrying out the day to day operations of RRVTA and performing other duties as delegated by the Executive and membership.
- c) Shall attend all meetings of RRVTA and, where unable to do so, shall notify the President in advance.
- d) Shall serve as a corresponding representative to ensure that a current member represents RRVTA at the Manitoba Teachers' Society.

1.2 Elections

- a) Shall ensure that elections are held as outlined in the Terms of Reference.

1.3 Professional Issues Committee

- a) Shall chair the Professional Issues Committee as outlined in Terms of Reference.

1.4 Education Finance

- a) Shall request FRAME budget documents from the School Division.
- b) Shall monitor government announcements regarding funding and education.
- c) Shall represent the Association at the public Finance Meetings held by the School Division.
- d) Shall communicate with the Superintendent the Association views and issues regarding budget and spending and its impacts on its members and the education of students.

1.5 Correspondence

- a) Shall provide the President with a copy of all correspondence.

1.6 Communication

- a) Shall keep the membership informed of RRVTA activities through the newsletters.

1.7 Act for the President

- a) If the office of President becomes vacant, the Vice President shall assume the duties of President.
- b) Where the President is unable to carry out duties, the Vice President would be called upon.

1.8 Records & Files

- a) Shall maintain the Association's records and files and ensure their orderly changeover to the successor.
- b) Where the successor has yet to be elected to office, or where the office is vacated prior to completing the term, the records, files and Policy and Procedures Manual shall be immediately turned over to the President.

Position Title: Secretary

Objectives:

- ◆ To record, publish, distribute and retain minutes of all meetings.
- ◆ To maintain all records and files appropriate to the position.
- ◆ To provide a copy of all correspondence to the President.
- ◆ To provide co-ordination and direction to the Association.

Time Commitment:

- ◆ Release time
- ◆ Training Seminars
- ◆ Executive Meetings

1.0 Duties & Responsibilities:

1.1 Executive

- a) As a member of the Executive, shall be responsible for maintaining a current listing of the members of the Association as defined in Section 8 and compiling a listing of Executive members and distribute those respectively.
- b) Shall attend all meetings of RRVTA and where unable to do so, shall notify the President in advance.
- c) Shall give notice of all meetings and reserve facilities for such meetings.
- d) Shall make and send statements and reports as requested by the Executive.

1.2 Minutes

- a) As a member of the Executive, shall be responsible for recording, publishing, distributing and retaining a copy of the minutes from Executive and general meetings. The minutes are to include attendance and be signed.
- b) Minutes are to be distributed with the notice of the next meetings.

- c) Minutes are to be filed and kept for all meetings in an organized manner so as to pass on to the successor.

1.2 Correspondence

- a) Shall provide the President with a copy of all correspondence.

1.4 Finance

- a) Be prepared to provide recommendations on the budget with regards to expenses incurred by the Association as part of secretarial costs.

1.5 Communication

- a) Shall keep the membership informed of RRVTA activities through the newsletters.

1.6 Motions Forms

- a) Shall have copies of motions forms available for meetings. Completion by the mover/seconded will facilitate records for the minutes.

1.7 Stationery

- a) Shall maintain the supply of letterhead/envelopes including reprinting as necessary. Shall provide members of the Executive with quantities as needed and have supplies available at meetings.

1.8 Records & Files

- a) Shall maintain the Association's records and files and ensure their orderly changeover to the successor.
- b) Where the successor has yet to be elected to office, or where the office is vacated prior to completing the term, the records, files and Policy and Procedures Manual shall be immediately turned over to the President.

Position Title: Treasurer

Objectives:

- ◆ To advise and report to the Executive on the financial status of the Association at regular intervals and as issues regarding finance arise.
- ◆ To maintain all financial accounts and records in an accurate and concise manner.

Time Commitment:

- ◆ Release time
- ◆ Meetings

1.0 Duties & Responsibilities:

1.1 Executive

- a) As a member of the Executive, shall be the custodian of all funds of the Association and keep such funds in a financial institution as decided by the Executive.
- b) Shall attend all meetings of RRVTA and, where unable to do so, shall notify the President in advance.

1.2 Financial Transactions & Reports

- a) Shall keep an accurate record of all monies collected and disbursed by means of an accurate method of accounting.
- b) Shall present financial statements and reports to the Executive at all meetings.
- c) Shall be responsible for managing the Association financial investments. Will ensure that motions to make investments are adopted by the AGM.

1.3 Budget

- a) Must be prepared to advise the Executive and membership on financial status of the Association. This is to include the proposed budget and recommendations for changes in membership dues.
- b) In that the Treasurer maintains the records for expenditures for each position/committee, shall provide leadership and direction in establishing the budget amounts.
- c) Shall, prior to and at the March Executive meeting, request submissions from the Executive for the proposed annual budget for discussion at the April Executive meeting,. Shall subsequently communicate with the Association members to follow up and confirm budgetary allocations and amounts.
- d) Shall prepare a proposed annual budget following this consultation and present it for approval at the April Executive meeting. Shall present it for approval at the May Annual General Meeting, according to the terms of financial policies and procedures and bylaws.
- e) Shall ensure that each member of the Executive receives a copy of the adopted annual budget to be placed in their policies and procedures manual.

1.4 Correspondence

- a) Shall provide the President with a copy of all correspondence.

1.5 Communication

- a) Shall keep the membership informed of RRVTA activities through the newsletters.

1.6 Audited Statement

- a) Shall seek out an auditor to prepare an audited statement for the Association. The auditor being proposed be identified by company name and location and must be a professional accountant.
- b) The auditor being proposed must be approved by the membership at the May Annual General Meeting.
- c) Immediately following the May 31st year-end, shall submit the books and records to the appointed auditor.

1.7 Records & Files

- a) Shall maintain the Association's records and files and ensure their orderly changeover to the successor.
- b) Where the successor has yet to be elected to office, or where the office is vacated prior to completing the term, the records, files and Policy and Procedures Manual shall be immediately turned over to the President.

Position Title: Teacher Welfare Officer

Objectives:

- ◆ To deal with matters such as pension, disability benefits, group insurance and other types of insurance.
- ◆ To compile an information folder for distribution each September to all new teachers in the Association as directed by the Executive.
- ◆ To investigate working conditions and make recommendations to the Executive, Negotiations Committee Chairperson, or Annual General Meeting.
- ◆ To act as a liaison with MTS regarding Employee Benefits and EIE.
- ◆ To assist members and respond to inquiries.

Time Commitment:

- ◆ Release time
- ◆ Training Seminars
- ◆ Executive Meetings

1.0 Duties & Responsibilities:

1.1 Executive

- a) Shall attend all meetings of RRVTA and where unable to do so, shall notify the President in advance.

1.2 Correspondence

- a) Shall provide the President with a copy of all correspondence.

1.3 Finance

- a) Be prepared to provide recommendations on the budget with regards to expenses incurred by the Association as part of secretarial costs.

1.4 Communication

- a) Shall keep the membership informed of RRVTA activities through the newsletters.

1.5 Records & Files

- a) Shall maintain the Association's records and files and ensure their orderly changeover to the successor.
- b) Where the successor has yet to be elected to office, or where the office is vacated prior to completing the term, the records, files and Policy and Procedures Manual shall be immediately turned over to the President.

Position Title: Representant des Educateurs/ trices franco-manitobains

Objectives:

- ◆ To act as a 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.
- ◆ To 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.
- ◆ To be a member of the Professional Development Committee.

Time Commitment:

- ◆ Release time
- ◆ Training Seminars
- ◆ Executive Meetings

1.0 Duties & Responsibilities:

1.1 Executive

- a) Shall attend all meetings of RRVTA and, where unable to do so, shall notify the President in advance.

1.2 Correspondence

- a) Shall provide the President with a copy of all correspondence.

1.3 Finance

- a) Be prepared to provide recommendations on the budget with regards to expenses incurred by the Association as part of secretarial costs.

1.4 Communication

- a) Shall keep the membership informed of RRVTA activities through the newsletters.

1.5 Records & Files

- a) Shall maintain the Association's records and files and ensure their orderly changeover to the successor.
- b) Where the successor has yet to be elected to office, or where the office is vacated prior to completing the term, the records, files and Policy and Procedures Manual shall be immediately turned over to the President.

Position Title: Communications and Wellness Officer

Objectives:

- ◆ To publish a newsletter for teachers.
- ◆ To take other actions related to public relations with the Division, the teachers, or other bodies as determined by the Executive.
- ◆ To initiate a function to welcome new teachers and ensure retiring teachers are honoured.
- ◆ To plan wellness and recreation activities for members.
- ◆ To act as liaison with MTS.
- ◆ To assist the Teacher Welfare Officer in the compilation and distribution of an information folder each September to all new teachers in the Association as directed by the Executive.

Time Commitment:

- ◆ Release time
- ◆ Training Seminars
- ◆ Executive Meetings

1.0 Duties & Responsibilities:

1.1 Executive

- a) Shall attend all meetings of RRVTA and, where unable to do so, shall notify the President in advance.

1.2 Correspondence

- a) Shall provide the President with a copy of all correspondence.

1.3 Finance

- a) Be prepared to provide recommendations on the budget with regards to expenses incurred by the Association as part of secretarial costs.

1.4 Communication

- a) Shall keep the membership informed of RRVTA activities through the newsletters.

1.5 Records & Files

- a) Shall maintain the Association's records and files and ensure their orderly changeover to the successor.
- b) Where the successor has yet to be elected to office, or where the office is vacated prior to completing the term, the records, files and Policy and Procedures Manual shall be immediately turned over to the President.

Position Title: Workplace Safety and Health Chairperson

Objectives:

- ◆ To investigate working conditions and make recommendations to the Executive, Negotiations Committee Chairperson, or Annual General Meeting.
- ◆ To represent the Association regarding Workplace Safety and Health matters.
- ◆ To assist members and respond to inquiries.
- ◆ To take other actions related to public relations with the Division, the teachers, or other bodies as determined by the Executive.
- ◆ To act as liaison with MTS.

Time Commitment:

- ◆ Release time
- ◆ Training Seminars
- ◆ Executive Meetings

1.0 Duties & Responsibilities:

1.1 Executive

- a) Shall attend all meetings of RRVTA and, where unable to do so, shall notify the President in advance.

1.2 Correspondence

- a) Shall provide the President with a copy of all correspondence.

1.3 Finance

- a) Be prepared to provide recommendations on the budget with regards to expenses incurred by the Association as part of secretarial costs.

1.4 Communication

- a) Shall keep the membership informed of RRVTA activities through the newsletters.

1.5 Records & Files

- a) Shall maintain the Association's records and files and ensure their orderly changeover to the successor.
- b) Where the successor has yet to be elected to office, or where the office is vacated prior to completing the term, the records, files and Policy and Procedures Manual shall be immediately turned over to the President.

Position Title: Chairpersons

Objectives:

- ◆ To carry out the aims and duties of their respective committees and deal with all items of business referred to their committees by the Executive.
- ◆ To recommend Committee appointments to the Executive.
- ◆ To be responsible for proposing a budget to Executive for the committee.
- ◆ To be responsible for appointing sub-committees as the need arises.
- ◆ To be responsible for staying within the budgetary limits unless prior Executive approval is obtained for further expenditures.
- ◆ To be responsible for submitting receipts for expenses.
- ◆ To report on the work of the committee at each Annual General Meeting.

Time Commitment:

- ◆ Release time
- ◆ Training Seminars
- ◆ Executive Meetings

1.0 Duties & Responsibilities:

1.1 Executive

- a) Shall attend all meetings of RRVTA and, where unable to do so, shall notify the President in advance.

1.2 Correspondence

- a) Shall provide the President with a copy of all correspondence.

1.3 Finance

- a) Be prepared to provide recommendations on the budget with regards to expenses incurred by the Association as part of secretarial costs.

1.4 Communication

- a) Shall keep the membership informed of RRVTA activities through the newsletters.

1.5 Records & Files

- a) Shall maintain the Association's records and files and ensure their orderly changeover to the successor.
- b) Where the successor has yet to be elected to office, or where the office is vacated prior to completing the term, the records, files and Policy and Procedures Manual shall be immediately turned over to the President.

1.0 Executive Expenses

- 1.1 All Executive expenses including meals, transportation, and room expenses shall be covered using the MTS formula.
 - a) A gratuity to a maximum of 20% be paid at Executive and Committee meetings or functions when held in a restaurant or catered.
- 1.2 Sub-Committees as sanctioned by the Executive shall have their expenses covered according to 1.1.
- 1.3 Executive delegates to Board meetings shall have meals and mileage covered as required.
- 1.4 Operating expenses (stationary, postage, fax etc.) incurred by Executive members shall be paid by the RRVTA.

2.0 Manitoba Teachers' Society Annual General Meeting

- 2.1 AGM / AGA
 - a) Official delegates attending AGM or AGA may claim hotel costs not covered by MTS or EFM.
 - b) Expenses incurred by alternate delegates, appointed by the Executive, shall be paid according to the MTS or EFM formula.
- 2.2 Expense forms are available from the Treasurer, and must be submitted with receipts, where possible.
- 2.3 The Executive shall contribute to the cost of the South Central Hospitality Suite (room and food) at the AGM at the rate of one dollar per RRVTA member

3.0 Delegates to MTS/EFM Functions

- 3.1 Summer Seminars
 - a) Official delegates attending Summer Seminars may claim hotel costs not covered by MTS / EFM.

- b) Expenses incurred by additional delegates, appointed by the Executive, shall be paid according to the MTS / EFM formula.

3.2 Presidents' Council

The President or designate and/or Vice-President shall be reimbursed for any expenses not covered by MTS.

4.0 MTS Provincial Teacher Events

4.1 The Association shall pay the entry fee for teachers in good standing for the following MTS sponsored events;

- a) Annual MTS Bonspiel – 2 rinks or a maximum of \$350.00
- b) Annual MTS Hockey Tournament – 1 team to a maximum of \$600.00
- c) Annual MTS Golf Tournament – 4 members to a maximum of \$260.00

5.0 Executive Stipends

Members of the Association shall receive the following stipends in return for their service on the Executive. The following stipulations shall apply:

- a) the member shall attend a minimum of 80% of the Executive meetings;
- b) no Executive member shall receive more than 1 stipend. In the event that the member serves in multiple capacities, he/she shall receive the stipend of greatest amount. The only exception to this is that Executive members who are also delegates to the MTS AGM/EFM AGA shall receive both stipends.
- c) stipends shall be paid at the final Executive meeting in June;
- d) in the event of there being a co-chair position, the stipend shall be divided between the members.
 - \$500.00 – President, Professional Development, Secretary, Treasurer, Negotiations (in a bargaining year)
 - \$300.00 – Vice-President, Teacher Welfare, EFM, Communications/Wellness, Workplace Safety and Health
 - \$150.00 – Past President (1 year), Member-At-Large, Negotiations (in non-bargaining years)
 - \$100.00 – Members of Standing Committees: Professional Development, Professional Issues, Negotiations
 - \$200.00 – MTS AGM/EFM AGA Official Delegates

1.0 Eligibility

- 1.1 Membership in the Red River Valley Teachers' Association is open to:
- a) every person who is a member in good standing with the Manitoba Teachers' Society who is
 - i) employed by the Red River Valley School Division under a Form 2 or Form 2A contract, whether full-time, part-time or casually; or
 - ii) a substitute teacher employed by the Red River Valley School Division.

2.0 Membership Rights

- 2.1 Membership entitles each person to
- a) vote for Executive representatives;
 - b) hold office on Executive; and
 - c) vote on ratification of a new collective agreement.
- 2.2 All members not currently on the Executive are entitled to attend any Executive meeting, as a non-voting observer.
- 2.3 Membership entitles each person to have access to a copy of the RRVTA:
- a) Constitution;
 - b) Policies and Procedures Manual;
 - c) current Collective Agreement;
 - d) Executive Meeting minutes;
 - e) current budget; and
 - f) newsletter.

3.0 Annual Membership Fees

- 3.1 All members will pay an annual Association fee.
 - a) Prior to June 1st, the Annual General Meeting shall approve the local Association dues for the forthcoming year.
 - b) These fees shall be remitted to the Association Treasurer, through the Division office, as directed by the Executive.

4.0 Orientation of New Members

- 4.1 Teachers new to the Association shall receive an orientation package no later than September 30th of the school year in which they were hired or within 30 days of their hiring.
- 4.2 The orientation package shall include:
 - a) a listing of schools within the division and the contact information;
 - b) a copy of the current teaching contract;
 - c) a summary of divisional committees;
 - d) a MTS handbook;
 - e) a summary of the RRVTA as it pertains to the teacher;
 - f) a summary of the representative contacts;
 - g) a TRAF Information Booklet;
 - h) contact information regarding the Certification Branch;
 - i) a summary of the process of accessing professional development;
 - j) benefits information.
- 4.3 Members are encouraged to attend the MTS sponsored Orientation Sessions for teachers in their first five years of teaching.

5.0 Recognition of Departing Members

- 5.1 Upon resignation from the school division after ten or more years of service to education within the school division, a teacher shall be given a commemorative gift that shall be determined by the Executive.
- 5.2 An Association member shall present the commemorative gift to the resigning member before their last teaching day.

1.0 Scholarships

- 1.1 The RRVTA will provide scholarships to students in the Red River Valley School Division who meet the criteria established in the Scholarship Application found in Section 6 – Reference Material.

2.0 Donations

- 2.1 The Executive has the authority to approve donations to a maximum value of \$200.00. Donations greater than \$200.00, if deemed acceptable by the RRVTA Executive, must be approved by the Annual General Meeting.