

# **CONSTITUTION OF THE INTERLAKE TEACHERS' ASSOCIATION OF THE MANITOBA TEACHERS' SOCIETY**

**This electronic version is unofficial. Where there is a discrepancy between this document and the official document held by the Manitoba Teachers' Society, the latter shall prevail.**

## **ARTICLE I: NAME AND BOUNDARIES**

The name shall be Interlake Teachers' Association of The Manitoba Teachers' Society, and its boundaries shall coincide with the boundaries of the Interlake School Division.

## **ARTICLE II: OBJECTIVES** The objectives shall be:

- (1) to further the aims and objectives of The Manitoba Teachers' Society.
- (2) to promote and advance the cause of education.
- (3) to promote and develop a collegial spirit among the teachers within the area served by this Teachers' Association.
- (4) to encourage the professional development of its members.
- (5) to safeguard and advance the interests of the teaching profession.
- (6) to help secure conditions for its members which will make possible the best professional educational services.
- (7) to take any measures which the Association deems necessary or advisable with respect to any policy or question directly or indirectly affecting the teachers of this Association.
- (8) to stimulate public interests in educational affairs.

## **ARTICLE III: MEMBERSHIP**

- 3.01 Every person who is a teacher or who performs anyone or more functions involved in the teaching process, including every person who is a substitute teacher, and who is employed by the Interlake School Division on a full-time, part-time or casual basis shall be eligible to be a member of this Teachers' Association.
- 3.02 Every person who is a member in good standing of The Manitoba Teachers' Society, including a substitute teacher, and who is employed by the Interlake School Division shall be a member in good standing of this Teachers' Association and hereinafter is referred to as a "member".

#### **ARTICLE IV: MEETINGS**

- (1) The Executive shall meet at the call of the President. Members of the Executive shall be given at least five days' notice of such meetings.
- (2) The Executive of the Association shall call a General Meeting of the Association to be held within the last 75 calendar days of the school year for the purpose of election of officers. Notice of the General Meeting shall be sent to schools for posting at least seven calendar days prior to the date of the meeting together with an outline or agenda of the business to be transacted at the meeting.
- (3) Emergency General Meeting: The President of the Association is empowered to call an Emergency General Meeting, giving 24 hours' notice to deal with urgent specific matters. This emergency meeting may deal only with the business for which it was called.
- (4) Any teacher who does not belong to the Interlake Teachers' Association shall not have a vote in any Association business.
- (5) Minutes of all meetings, Executive and General, shall be recorded by the Secretary.
- (6) Notwithstanding any other provision in this Constitution, the President shall call a general meeting of all members of the bargaining unit for purposes of the ratification of a new or amended collective agreement. Notice of the meeting shall be sent to all schools at least 7 days in advance of the meeting. The new or amended collective agreement shall be ratified by a secret ballot cast by all members of the bargaining unit present at the meeting.

#### **ARTICLE V: PROCEDURE**

Bylaw XVII of The Manitoba Teachers' Society shall govern all meetings of the Association.

#### **ARTICLE VI: QUORUM**

The number of members required to constitute a quorum at any meeting shall be set as follows:

- (a) The quorum for the Teachers' Association General Meetings shall be 40 members.
- (b) The quorum for Executive Meetings shall be one-half of the executive members.

#### **ARTICLE VII: FEES**

The Interlake Teachers' Association fees shall be in such amounts as may from time to time be recommended by the Executive and ratified by the general membership at a general meeting and shall be deducted in equal installments from the pay cheques of all Association members. In the case of substitutes, the fee shall be deducted per day taught.

## **ARTICLE VIII: ELECTION OF ASSOCIATION EXECUTIVE**

- (1) The election of the Association Executive shall be organized by the Past President.
- (2) If the Past-President is unable to fulfill the task, the Executive shall appoint: replacement/designate from the first available of the following members not currently on the Executive:
  - a) with experience as president of the association
  - b) with experience as a member of the executive of the association
  - c) with willingness to assume the task
- (3)
  - (a) The past president/designate shall prepare a slate of officers and committee chairpersons and present the slate at the Spring regular general meeting of the association.
  - (b) The past president/designate shall make certain that all members nominated are willing to serve.
  - (c) In addition to the slate presented at the meeting, nominations shall be accepted from the floor.
  - (d) If two or more people are nominated for any position, a secret ballot will be held.
  - (e) A majority of votes of the members voting, a quorum being present, shall be required to declare a nominee elected.
  - (f) The past president shall retain all ballots until the election results are confirmed by duly recorded motion of the members and then shall introduce a motion to destroy the ballots.
- (4) Term of office for the executive shall be from July 1 following the Spring General Meeting.

## **ARTICLE IX: CONSTITUTION OF EXECUTIVE COMMITTEE**

The Executive of this Teachers' Association shall consist of: President, Vice-President, Past-President, Secretary, Treasurer, committee chairpersons, and members-at-large plus any member of this Association who serves on the Provincial Executive.

Where a vacancy occurs during the year, the Executive shall appoint a replacement at the next Executive meeting.

## **ARTICLE X: DUTIES OF EXECUTIVE COMMITTEE**

It shall be the duty of the Executive Committee:;

- (1) to meet no fewer than six times per year.
- (2) to name the association's delegates to Provincial Council of the Society

- (3) to have general supervision of the affairs of the Teachers' Association.
- (4) to investigate grievances, reporting details of same to the General Secretary, and to supervise, generally, the affairs of The Manitoba Teachers' Society and its members in this Teachers' Association in co-operation with the Provincial Executive of The Manitoba Teachers' Society.
- (5) to approve the opening proposal for collective bargaining with the Board.
- (6) to appoint a member to replace anyone who resigns or is removed from office by executive motion.
- (7) to reassign, if necessary, one or more duties of any officer listed in Article XI to another executive member.

## ARTICLE XI: DUTIES OF OFFICERS

Duties of Executive officers shall include:

- (1) President
  - (a) To call and preside at all general and executive meetings.
  - (b) To communicate on behalf of the association.
  - (c) To represent the association as necessary.
  - (d) To be an ex-officio member of association committees.
  - (e) To prepare an agenda for all meetings at which he/she presides.
- (2) Vice-President
  - (a) To assume the duties of the president in the absence of the president.
  - (b) To perform such duties as the Executive shall give him/her.
- (3) Secretary
  - (a) To keep minutes of general and executive meetings.
  - (b) To send minutes of general and executive meetings to all schools.
  - (c) To assist the president in disseminating information to schools.
- (4) Treasurer
  - (a) To keep an accurate record of all monies collected and dispensed.
  - (b) To provide a written financial report at the May or June general meeting.
  - (c) To ensure that the association's financial records are prepared as per MTS requirements.

## ARTICLE XII: ATTENDANCE AT EXECUTIVE MEETINGS

The attendance shall be taken at each Executive Meeting and a record kept thereof. A member missing three consecutive Executive Meetings may, by Executive motion, be removed from office. The Executive shall appoint members to replace those members who resign or forfeit their right to serve on the Executive.

### **ARTICLE XIII: AMENDMENTS TO CONSTITUTION**

Amendments to the constitution require a 2/3 majority of votes cast at a general meeting with a quorum present. Notice of motion shall be sent to schools for posting at least seven calendar days prior to the general meeting.

### **ARTICLE XIV: AUDIT OF ACCOUNTS**

The financial books of the Interlake Teachers' Association shall be audited or reviewed as per MTS requirements annually by persons appointed by the Executive, such audit to take place as soon as possible following date of election of officers.

This Constitution was adopted at a General Meeting of the Interlake Teachers' Association on October 20, 2010.

Approved by the Provincial Executive at its meeting on December 21, 2010