



Interlake Teachers' Association

Policies and Procedures

Effective September 10, 2014

Interlake Teachers' Association: Policies and Procedures

This document is subject to the provisions of the Constitution of the Interlake Teachers' Association (ITA). Items referenced directly by the Constitution are marked with an asterisk.

I. Amendments

A. Association Executive

1. Amendments to the Policies and Procedures may be made by the Association Executive at a regularly scheduled meeting.
2. Executive members, wishing to make a change to the Policies and Procedures, shall provide notice of motion, with seconder, to all other executive members at least ten teaching days prior to the executive meeting where the change is to be considered.
3. A simple majority of executive members present at the meeting shall be required to approve the amendment.

B. Association Membership

1. Amendments to the Policies and Procedures may be made by the membership at a regularly scheduled General Meeting.
2. Members wishing to make a change shall provide notice of motion, with seconder, to the President of the Association at least thirty calendar days prior to the General Meeting where the change is to be considered.
3. The President shall include the notice of motion in the agenda to be distributed before the meeting.
4. A simple majority of members present and voting shall be required to approve the amendment.

C. Effective Date

1. An amendment to the Policies and Procedures shall come into effect the day following the meeting at which it was approved unless a later date is specified in the motion to amend.

II. Meetings

A. Meetings of the Association

1. The Constitution shall govern meetings of the Interlake Teachers' Association.

B. Executive meetings

1. During the school year, meetings of the Interlake Teachers' Association Executive shall normally occur monthly.
2. Members of the Interlake Teachers' Association shall be made aware of meeting dates.
3. Any ITA member may attend Executive meetings.
4. An ITA member wishing to attend Executive meetings shall
 - a. inform the president of his or her intention to do so; and
 - b. inform the president if he or she wishes to speak at the meeting.
5. Executive meetings shall be chaired by the President.*
6. In the absence of the President, the Vice President shall chair the meeting.
7. In the absence of the President and the Vice President, the Past President shall chair the meeting.
8. Quorum shall be 50% of the executive.*

C. General Meetings

1. Notice
 - a. Notwithstanding the provisions in the Constitution, the President shall make every effort to announce the date, time and place of General Meetings at least one month prior to the date of the meeting.
 - b. This provision does not apply to Emergency Meetings and Ratification Votes.
2. Agenda.
 - a. In accordance with the Constitution, the President shall provide an agenda or outline of the business to be transacted at a General Meeting at least seven calendar days prior to the date of the meeting.
 - b. Members wishing to place items on the agenda should communicate to the President the item to be placed on the agenda before this date.
 - c. The agenda shall be submitted as the first item of business.
 - d. Any member may, at this time, move an amendment to the agenda.
 - e. The agenda, once approved, shall not be departed from except by unanimous consent of the members present and voting.
 - f. New business, not on the original agenda, that has significant financial implications for ITA members and/or the potential to significantly affect working conditions of ITA members shall not be allowed to proceed at the meeting in which it was raised. Instead, such new business shall be placed on the agenda of the next General Meeting. Or, if the matter is urgent, an Emergency General Meeting may be called to dispense with the matter.
 - g. Policy II.C.2.f may be waived with unanimous consent of the members present and voting.

3. Quorum
 - a. Quorum of a General Meeting shall be 40 members.*
4. Cancellation due to inclement weather.
 - a. Any meeting of the membership or the executive scheduled to take place on a school day on which the Interlake School Division is closed due to inclement weather shall be automatically postponed.
 - b. The President of the Association shall make alternative arrangements to reschedule the meeting thus postponed.
 - c. The President of the Association may, at his or her discretion, postpone or cancel a meeting due to inclement weather.

III. Benefits

A. Changes of Benefits

1. The ITA Executive may, from time to time, propose changes to the benefits package of the members of the Interlake Teachers' Association.
2. The Executive shall provide information to members as to the nature of the change and the cost implications.
3. Not less than thirty (30) calendar days and not more than ninety (90) calendar days following the initial announcement the Executive shall hold a plebiscite on the proposed changes.
4. A two thirds (2/3) majority of votes cast shall be required to approve the change.

B. Proposing changes to benefits

1. Individual members may suggest changes to the benefits package by presenting those changes to the Executive.
2. Changes to the benefits package of the members of the Interlake Teachers' Association shall only occur in the method prescribed above.

IV. MTS duties leave

A. President's release

1. The ITA President may access up to 35% release.
 - a. This release shall take the form of up to 30% scheduled release and up to ten days of release from classroom duties.
2. Notice of intent to exercise the leave for the succeeding year must be sent to the Superintendent of the ISD before May 15 of the school year preceding that in which the leave is to be taken.
3. The treasurer shall ensure that the ITA receives the MTS subsidy for President's release.

B. Executive Members

1. Executive members may use up to five days of release from duties for ITA business. (More days may be requested from the School Division which may or may not grant such a request.)
2. Executive members may access these days at their own discretion and must make appropriate arrangements with their school principals.
3. Executive members who will be delegates to the MTS AGM should reserve three days of leave for the binder meeting and the AGM.

C. Other members

1. Any ITA member may access up to five days release from duties for ITA business provided this leave is approved by the ITA Executive.
2. The Collective Bargaining Chair is empowered to approve ITA leave days for members of the Collective Bargaining Steering Committee and members of the Collective Bargaining Table Committee.

V. Duties of Executive Members

A. All executive members shall

1. attend executive meetings;*
2. make reports as appropriate at monthly meetings;
3. attend MTS workshops related to their portfolio; and
4. inform members of significant events and/or useful information regarding their portfolio.

B. President: the President of the Association shall

1. call and preside at all general and executive meetings;*
2. create agendas for all general and executive meetings;*
3. communicate on behalf of the association;*
4. represent the association as necessary;*
5. attend regional and provincial presidents' meetings;
6. attend to personnel issues;
7. act as the Collective Bargaining Chair when that position is vacant; and
8. serve as an ex officio member of all committees on the ITA.*

C. Vice President: the Vice President of the Association shall

1. assume the duties of the president in the absence of the President; and*
2. perform such duties as the Executive shall give him or her.*

D. Secretary: the Secretary shall

1. keep minutes of general and executive meetings;*
2. send minutes of general and executive meetings to all schools;*
3. assist the president in disseminating information to schools;*
4. cause a record of attendance to be created at all general meetings; and
5. create and keep current the list of ITA school contacts.

E. Treasurer: the Treasurer shall

1. keep an accurate record of all monies collected and dispensed;*
2. provide a written financial report at the Spring general meeting;*
3. ensure that the association's financial records are prepared as per MTS requirements;*
4. pay expenses and bills in a timely manner;
5. prepare a financial report for each executive meeting;
6. prepare a budget for the succeeding school year in time for the Spring General Meeting;
7. prepare all materials required for audit;
8. make available audited financial statements to any member who so requests; and
9. inform the membership and the Secretary Treasurer of the ITA fee for the succeeding year once the MTS fee has been set. (The ITA fee is 10% of the MTS fee.)

F. Past President: the Past President shall

1. be the most recently serving Past President who is willing to fulfill the role;
2. advise the President;
3. prepare a slate of candidates for annual elections;* and
4. take the role of President in the when both the President and Vice President are unable to do so.

G. Workplace Safety and Health: the Workplace Safety and Health chair shall

1. be familiar with Workplace Safety and Health legislation, regulations and board policy; and
2. run for election to his/her school's Workplace Safety and Health committee.

H. Professional Development: the Professional Development chair shall

1. inform members of regarding professional development opportunities;
2. work with the Interlake School Division senior administration in the planning and implementation of professional development programs; and
3. liaise with the Manitoba Teachers' Society, the Department of Education, and the Interlake School Division to promote quality professional development for members.

I. Public Relations: the Public Relations Chair shall

1. promote a positive relationship between the Interlake Teachers' Society and the community;
2. apply for public relations grants;
3. promote ITA events to ITA members;
4. procure gifts, such as Christmas gifts and retirement watches, for ITA members; and
5. assist the field services chair as required

J. Collective Bargaining: the Collective Bargaining Chair shall

1. lead the collective bargaining process as outlined in Policy IV;
2. educate the membership as to the contents of the collective agreement; and
3. assist in the implementation of the collective agreement.

K. Employee Benefits: the Employee Benefits Chair shall

1. become familiar with all benefits to which members are entitled;
2. educate the membership as to the nature of their benefits; and
3. organize and host employee benefits seminars for ITA members.

L. Education Finance: the Education Finance Chair shall

1. monitor the Interlake School Division budget process;
2. prepare and make budget presentations to the Interlake School Division as directed by the executive; and
3. Obtain, for ITA records, the ISD draft budget, completed budget and audited report.

M. Field Services: the Field Services chair shall

1. arrange meeting spaces for all Executive, General and Emergency meetings of the Interlake Teachers' Association;
2. arrange refreshments for General Meetings;
3. arrange meeting space and refreshments for New Teacher Night and the retirement celebration;
4. advertise and send invitations for the New Teacher Night and the retirement celebration; and
5. assist the public relations chair as required.

N. Member at Large: Members at Large shall

1. assist executive members as required; and
2. attend MTS training seminars with or in the place of committee chairs.

VI. Collective Bargaining

A. Collective Bargaining Chair

With specific regard to the bargaining process the Collective Bargaining Chair shall

1. chair all committees named hereunder.
2. ensure that the Letter to Open is sent by mid April (see sample Letter to Open in Appendix A).
3. liaise with the MTS appointed staff officer to ensure that the collective bargaining process and the opening proposal address the concerns of the ITA, the Interlake Region and the MTS provincial goals.
4. as far as is reasonable follow the sequence of bargaining as laid out in Appendix C.

B. Collective Bargaining Steering Committee

1. The Collective Bargaining Chair shall call for volunteers to sit on the Collective Bargaining Steering Committee (CBSC).
2. The call for volunteers shall be done through electronic means as well as a poster in each school.
3. Normally all volunteers are accepted onto the committee.
4. If, however, the number of volunteers is too great, the Collective Bargaining Chair is empowered to select a committee from the volunteers. The chair shall endeavour to construct a committee whose members represent a broad range of teaching roles, grades taught and schools represented.
5. The CBSC shall meet as directed by the Collective Bargaining Chair.
6. The tasks of the CBSC shall be
 - a. to create, conduct and collate a bargaining survey;
 - b. to examine existing clauses in the ITA and other collective agreements;
 - c. to draft an opening proposal using information gathered; and
 - d. to present the completed proposal to the ITA Executive for approval.
7. The CBSC shall work in cooperation with the MTS staff officer assigned to the ITA by the Manitoba Teachers' Society.

C. Collective Bargaining Table Committee.

1. The Collective Bargaining Table Committee (CBTC) shall be composed of
 - a. the Collective Bargaining Chair and
 - b. members of the CBSC who are willing.
2. The Collective Bargaining Chair may appoint other ITA members to the CBTC if he/she believes such an appointment is advantageous to the membership.
3. The CBTC shall, with the assistance of the MTS staff officer, enter into negotiations with the Interlake School Division.

4. The CBTC is empowered to (as appropriate)
 - a. finalize an agreement-in-committee;
 - b. declare an impasse; and
 - c. recommend to the ITA executive strategies such as mediation, conciliation and arbitration to resolve an impasse;
5. The ITA executive must, by motion, approve any such strategy before engaging in it.

VII. Liaison Committee

A. The Liaison Committee is a committee composed of Executive members who meet with several school trustees and the senior administration to discuss issues of concern.

B. Formation and Composition

1. The ITA Liaison Committee shall have five members.
2. Any four of the five shall attend liaison meetings with the board.
3. The following shall be members of the Liaison Committee:
 - a. President (chair)
 - b. Collective Bargaining Chair
 - c. Past President
4. At the first meeting of the Executive in a new school year, the Executive shall, by motion, appoint additional executive members to the liaison committee so as to reach five members.

C. Agenda and Minutes

1. The ITA executive shall approve, by motion, all topics and agenda items that the liaison committee is to raise at any upcoming liaison meeting.
2. It is the policy of the Interlake Teachers' Association that liaison meetings are to remain informal and therefore no minutes should be recorded.

VIII. The Manitoba Teachers' Society Annual General Meeting (AGM)

A. Delegates and alternates

1. The ITA executive shall appoint, by motion, delegates and alternates to the AGM.*
2. Where the Association sends alternates to the AGM, costs shall be reimbursed to a maximum of five full time equivalent alternates.
3. Delegates shall claim only the amounts allocated by MTS in accordance with the existing Society rules in place for AGM.
4. Alternates shall be reimbursed by the ITA in accordance with Society guidelines applicable to AGM delegates.
5. In the event that, during AGM, a delegate or an alternate elects single occupancy in the hotel hosting AGM, the ITA will reimburse that delegate or alternate the portion of the hotel room fee not covered by MTS.

6. Delegates and alternates shall make every reasonable effort to attend scheduled sessions.
7. When a delegate is unable to attend a session the delegate shall ensure that an alternate takes his or her place.

B. Reporting

1. Following the AGM the President shall prepare and present to members a report concerning the highlights of the AGM.

IX. Finances

A. Fees.

1. The ITA fee shall be set annually at 10% of the MTS fee.(Note: If the fee is set to less than 10% of the MTS fee the ITA will lose the President's release subsidy.)
2. Notwithstanding the above, the Association may approve a higher fee at a General Meeting by a simple majority of members present and voting.

B. Signing Authority

1. Signing authority for the Interlake Teachers' Association shall rest with the Treasurer, the President and one other member of the Executive.
2. The Executive shall, by motion, appoint the executive members with signing authority.
3. Normally this appointment shall occur at the June executive meeting and come into effect July 1 following the June meeting.
4. Two signatures of those with signing authority are required on all cheques issued by the Association.

C. Expenses of ITA Executive and Committee Members

1. The following apply only to all members of the ITA Executive and members of any committee created by the ITA Executive.
2. When an Executive or committee member attends an event where expenses are covered by the Manitoba Teachers' Society, he or she shall make claim for those expenses directly to the Society.
3. Driving Expenses
 - a. Driving expenses may be claimed while on ITA business.
 - b. The ITA shall use the same per kilometer rate as MTS.
 - c. When attending a meeting after school, an executive or committee member shall calculate distance travelled as the distance from his or her school to the meeting plus the distance from the meeting to his or her home.

4. Meals

- a. When an executive or committee member is engaged in ITA business and is unable to be home or at school for a normal meal time the member may make claim for meal expenses.
- b. The ITA will reimburse the member for actual costs incurred up to a maximum of the MTS meal allowance.
- c. The member shall submit receipts to claim meal expenses.

5. Child Care

- a. When an Executive or committee member is engaged in ITA business and, as a result, incurs child care expenses, the Association shall reimburse the member at an hourly rate equivalent to the Manitoba minimum wage up to a maximum of eight hours per day.

6. Other Expenses

- a. A committee chair may, at his or her discretion, purchase goods or services for the Association and shall receive reimbursement thereof.
- b. The committee chair shall submit receipts in order to claim such expenses.
- c. Any expenditure over \$200.00 must receive prior approval of the ITA Executive.
- d. Approval for expenditures over \$200.00 may be gained by simple majority vote at an executive meeting, quorum present, or through a plebiscite of executive members conducted via email, telephone or similar means. In this second case, one-half of the executive members must indicate their approval for the expenditure to be approved.

D. Sports Teams

1. The Interlake Teachers' Association will pay one half (50%) of the entry fee for the official ITA Team taking part in a MTS sponsored sporting event.
2. The Interlake Teachers' Association will reimburse the travel costs of a team or individual participating in an MTS sponsored sporting event under the following conditions.
 - a. The event is more than 200km from Winnipeg.
 - b. The team or individual has received prior sanction as the official ITA representative.
3. Travel costs will be calculated at the same per kilometer rate as MTS to a maximum of \$200.00 per event. If several persons incur travel costs to a single event, the reimbursement shall be divided between them in a mutually agreed upon manner.

E. Stabilization Fund

1. The ITA Executive will establish and monitor an Operations Stabilization Fund to fund deficits in the operational budget and to allow for normal cash flow fluctuations.
2. ITA Executive shall endeavour to maintain, by the proposal of appropriated dues, the Operations Stabilization Fund at an amount equivalent to the annual president's release subsidy as per the annual audited statements plus or minus 10%.

X. Awards

A. Long Service Award

1. Any ITA member who leaves the Association after ten years of service in the Association shall receive a watch in recognition of his or her service.
2. This award may only be received once.
3. Long Service Awards shall normally be given at the Retirement Celebration in June of the school year marking the end of the member's service in the Association.

B. Scholarships

1. The Interlake Teachers' Association shall annually give four scholarships in the amount of \$750.00 to four graduating high school student.
2. The awards shall be distributed as follows:
 - a. one to a graduating student of Warren Collegiate;
 - b. one to a graduating student of Teulon Collegiate; and
 - c. two to two graduating students of Stonewall Collegiate
3. To receive the scholarship the student must
 - a. obtain 75% average in the final year of studies. (Average to be calculated by each high school using the school's normal procedure.)
 - b. be entering university in the fall session of his or her graduating year;
 - c. indicate an interest in entering the teaching profession;
 - d. when possible be a son or daughter of an ITA member; and
 - e. be selected by his or her school administration.
4. The President shall inform the school of the above criteria in May of each school year.
5. The offer of scholarships shall normally be presented to the students at their graduation ceremony by the President or designate.
6. To receive the scholarship the student must send, to the Treasurer, reasonable proof that the student has registered and paid tuition at a university. See Appendix B for a sample letter to be given to the student.

Revision History

Adopted at the Spring Annual General Meeting, April 26, 2011.

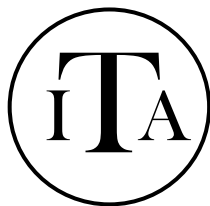
September 13, 2011: Executive changed III, A, 4 from 2/3 of members to 2/3 of votes cast

March 13, 2012: Executive added XI D 2 and 3 – travel costs to sporting events.

June 12, 2012: Added VIII, A 5 – single occupancy at AGM

February, 2014 Added inclement weather policy

September 2014 Added Operations Stabilization Fund



Interlake Teachers' Association

Name of Superintendent
Superintendent/CEO
Interlake School Division

April xx, 20xx

RE: Collective Agreement

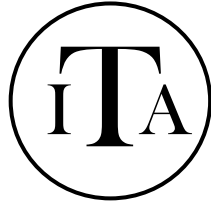
In accordance with the provisions of the Collective Agreement, the Public Schools Act and the Labour Relations Act, the Interlake Teachers' Association hereby gives notice of its intention to renew or amend the _____ to _____ Collective Agreement between the Interlake School Division and the Interlake Teachers' Association.

Please contact _____ to arrange a mutually convenient time to commence negotiations.

Sincerely,

Name of Bargaining Chair
Bargaining Chair
Interlake Teachers' Association

- c. President, Interlake Teachers' Association
Staff Officer, Manitoba Teachers' Society
Bargaining Chair, Interlake School Division
Secretary Treasurer, Interlake School Division



Interlake Teachers' Association

June xx, 20xx

Dear *Scholarship Winner*,

The Interlake Teachers' Association (ITA) wishes to recognize your academic achievements and your desire to pursue post secondary studies in a University or College by offering you a \$750.00 scholarship. This scholarship may be used toward the costs of your post secondary education. The members of the ITA wish to congratulate you on winning this award and wish you much success in your chosen field of study.

To access your award please provide evidence of paid registration at a recognized university or college to the address below. Unfortunately, a simple letter of acceptance cannot be considered to be proof of payment; a copy of your receipt, however, would be fine. Once we receive your proof of payment, a cheque will be sent to the mailing address you provide.

Send your proof of payment along with your name and mailing address to:

Name of Treasurer - ITA Treasurer
c/o School of Treasurer
Address of School

Again, congratulations on receiving this award.

On behalf of the ITA,

Name of President
President, ITA

Appendix C: Sequence of Bargaining

The timeline indicated below should be followed as much as is practical to ensure the smooth flow of the bargaining process and a quality opening proposal.

1. In the school year prior to the expiration of the collective agreement the appropriate individual or committee shall
 - a. call for CBSC volunteers in September or October;
 - b. create a survey before Christmas break;
 - c. conduct and tabulate the survey in January and February;
 - d. send the Letter to Open – usually by mid-April but certainly before the end of April;
 - e. create an opening proposal in March, April and May;
 - f. present the opening proposal to the Executive at the May executive meeting; and
 - g. arrange negotiation dates with the Interlake School Division for June or the following September.

2. During negotiations the Collective Bargaining Chair shall
 - a. report to the ITA Executive at each regular executive meeting;
 - b. report to the membership at General Meetings as they occur;
(These reports shall observe the confidentiality of the bargaining process.)
 - c. inform the ITA executive of the results of the bargaining process vis-à-vis agreement-in-committee or impasse.

3. Agreement-in-Committee
 - a. When an agreement-in-committee has been reached the Collective Bargaining Chair shall ask the President to call for a ratification vote.*
 - b. At least seven calendar days' notice shall be given for the ratification vote.*

4. Impasse
 - a. When an impasse has been reached, the Collective Bargaining Chair shall advise the ITA Executive of the recommendations made by the CBTC for further action.
 - b. The ITA Executive shall decide, by motion, on which action to take.

5. Ratification Vote
 - a. Ratification votes shall be conducted by secret ballot.
 - b. Ballots shall be counted by one member of the Executive and two other members of the Association not on the executive.
 - c. The Collective Bargaining Chair and the President shall not participate in ballot counting.
 - d. Once the results are announced a motion to destroy the ballots shall be put.