

**Bylaws
of the
River East Transcona
Teachers' Association
of the
Manitoba Teachers' Society**

(passed February 2022)

River East Transcona Teachers' Association Bylaws

Preamble

The River East Transcona Teachers' Association was founded in 2002 after the amalgamation of River East Teachers' Association and Transcona Springfield Teachers' Association. The Local is the second largest of 38 Teachers' Associations in Manitoba which represents over 1500 teachers who work in the River East Transcona School Division. The Local is based on democratic principles with an elected President, Vice President, Executive, and Council. River East Transcona Teachers' Association is dedicated to protecting and advancing the rights and well-being of its Members.

Part 1 - Mission Statement and Objects

1.1 Mission

The River East Transcona Teachers' Association, as the advocate for our Members, will safeguard, promote and advance the collective interests of our membership and the teaching profession.

1.2 Objects

Objects of the Local in addition to those set out in the Constitution of the Local are as follows:

- (a) to promote and advance the welfare of its Members;
- (b) to exercise all such powers as may be within its competence in order to achieve and protect terms and conditions of employment which are consistent with the requirements of teachers as a professional group; and
- (c) to promote and develop a professional and collegial spirit amongst its Members.

Part 2 - Interpretation

2.1 Plural, Gender, etc.

Words importing the singular number only shall include the plural as the context may require. Where the feminine or masculine or neutral is used, the word or words shall be interpreted to include the masculine or feminine or neutral as the context may require. These principles shall apply to all Bylaws and Policies.

2.2 Conflict with Constitution

The Bylaws are to be interpreted in a manner that is consistent and cohesive with the Constitution but if a provision of the Bylaws conflicts with or is inconsistent with the Constitution, then the relevant provision of the Constitution shall prevail.

Part 3 - Membership

- 3.1. Members who are eligible to participate in Political Processes of the Local pursuant to the Constitution of the Local have the following rights:
 - (a) to attend and participate in General Assembly Meetings, and vote on business;
 - (b) to attend Executive and Council meetings, with the exception of any part declared to be in-camera;
 - (c) to seek election to the Executive and Council, seek election or appointment to any Committees of the Local, and seek to be a Delegate to Provincial Council;
 - (d) to nominate other Members to run for a position on the Executive, Council or Provincial Council;
 - (e) to vote in any elections conducted by the Local; and
 - (f) to participate in a ratification vote.
- 3.2. Members who are ineligible to participate in the Political Processes of the Local pursuant to the Constitution have the following rights:
 - (a) to attend and participate in General Assembly Meetings, and vote on business with the exception of business that meets the definition of Political Processes;
 - (b) to attend Executive and Council meetings with the exception of any part declared to be in-camera; and
 - (c) to participate in a ratification vote.
- 3.3. Members who cease to pay Required Membership Fees shall cease to enjoy the rights of membership under the Constitution and Bylaws of the Local during the period that the Required Membership Fees are not paid.
- 3.4. Life or Honourary Membership: The Council shall have the power to grant Life and Honourary Membership pursuant to the policy.

Part 4 - Delegate Selection to Provincial Council

- 4.1. The number of Delegates allocated to the Local to attend the Manitoba Teachers' Society meeting of the Provincial Council is determined by the Society. The Local shall fill all Delegate seats allocated by the Society.
- 4.2. Delegates attending the Manitoba Teachers' Society meeting of the Provincial Council shall be selected via the RETTA Provincial Council Delegate Selection Policy.

Part 5 - General Assembly Meetings

- 5.1. All Members of the Local shall be invited to General Meetings.
- 5.2. A General Meeting may be called for any of the following purposes:
 - (a) to hear reports from the Executive or from any committee(s);
 - (b) to provide a forum for the views of individual members;
 - (c) to make recommendations to the Executive or Council; and
 - (d) to remove from office any or all members of the Executive in accordance with the Constitution.
- 5.3. A General Meeting may be called in one of the following ways:
 - (a) by the President of the Local;
 - (b) by the President, as instructed by the Executive;
 - (c) by the President, as instructed by the Council;
 - (d) by the Provincial Executive or General Secretary of the Society; or
 - (e) on receipt of a written petition signed by one hundred (100) of the Members of the Local.
- 5.4. The membership must receive a minimum of seven (7) Days notice of a General Assembly Meeting. A meeting called pursuant to the Bylaws shall be scheduled within seven (7) to fourteen (14) Days following the Day on which the written request is submitted to the President or Executive. In the case of emergent issues, the President may call a special meeting as long as at least forty-eight (48) hours notice of such meeting is given to each member by the most expedient method possible. The General Secretary of the Society shall be provided with an electronic copy of all written notices of General Assembly Meetings, as soon as possible.

- 5.5. The agenda for a General Assembly Meeting shall be limited to the business for which it was called.
- 5.6. To conduct business, the quorum at a General Meeting shall one hundred and fifty (150) of the Members of the Local. If the quorum is not met the meeting may continue, but no business shall be conducted where a vote is required. If the General Meeting has been called for the dissemination of information no quorum is required.
- 5.7. The members at the General Meeting may, by motion, make recommendations to the Executive or Council.

Conducting Votes outside of membership meetings where an in-person Membership Meeting is not feasible:

- 5.8. The President is responsible for arranging for alternate voting methods when in-person voting is not feasible
- 5.9. Quorum, meeting notice and voting requirements shall be the same as with an in-person General Assembly Meeting.

Part 6 - Ratification and Interest Arbitration Votes

- 6.1. The President shall call a Ratification Meeting for the purposes of ratifying a renewed collective agreement, and shall cause a ratification vote to be held in accordance with the requirements of *The Labour Relations Act*.
- 6.2. The Executive shall ensure that:
 - (a) all Members are provided reasonable notice of the vote and, in particular, that notice of the Ratification Meeting is sent to all worksites at least seven (7) Days prior to the meeting together with a list of all changes to the collective agreement;
 - (b) all Members are provided with a reasonable opportunity to vote;
 - (c) the vote is conducted by secret ballot;
 - (d) the accurate counting of ballots occurs; and
 - (e) ballots are not destroyed for at least thirty (30) Days.
- 6.3. The Executive may decide to hold additional meetings in different locations in the Division on the same or successive days with the following provisions:
 - (a) all of the other provisions of article 6.2 are observed;

- (b) at each meeting, the ballots cast, the list of voters and the list of attendees at the meeting shall be placed in a sealed envelope without counting the ballots; and
 - (c) all ballots contained in the above noted sealed envelopes will be counted after the last meeting has been held.
- 6.4. A secret ballot vote of the Council conducted at a Council Meeting must occur to approve any recommendation to proceed to interest arbitration.
 - 6.5. Notice of a meeting regarding interest arbitration shall be sent to all Members at least seven (7) Days prior to the meeting.
 - 6.6. Prior to referring a matter to interest arbitration or conducting a ratification vote, pursuant to the Bylaws of the Society, the Society shall be provided with the opportunity to discuss its views about the advisability of referring the matter to interest arbitration or accepting any collective agreement, and no ratification vote or vote to proceed to interest arbitration shall be held by the Local until after the Society has been provided with the opportunity to present its views to the Members.
 - 6.7. A majority of the Council Members who vote by secret ballot pursuant to the Bylaws of the Society on the question of proceeding with interest arbitration shall determine the question.
 - 6.8. The ballots on the question of proceeding with interest arbitration shall not be destroyed for at least thirty (30) Days.
 - 6.9. The President is responsible for arranging for alternate voting methods when in-person voting is not feasible.

Part 7 - Council of the Local

Council Members and Electoral Units

- 7.1. The highest authority for conducting the affairs of the Local shall be vested in the Council in accordance with the Constitution and the Bylaws. The Powers and Duty of Council shall include the following:
 - (a) to adopt, amend or repeal the Constitution and Bylaws of the Local;
 - (b) to make decisions, except as provided elsewhere in the Constitution;
 - (c) to give final approval to the opening proposals for amendments to the collective agreement for purposes of collective bargaining;
 - (d) to open collective agreement negotiations with the Board;

- (e) to delegate any or all of its powers as limited by the Constitution to the Executive of the Local from time to time as it may deem practical or advisable;
- (f) to approve the operating budget of the Local;
- (g) to assess from the membership such dues as are deemed necessary in order to conduct the business of the Local according to the budget approved by Council;
- (h) to approve Delegates of the Local to the Provincial Council;
- (i) to approve the Local's resolutions for the meeting of Provincial Council;
- (j) to receive the audited financial statement of the Local; and
- (k) to establish and/or approve ad hoc and special committees.

7.2. Council shall be composed of the Executive, and the Council Members elected from each Electoral Unit. One Council Member from each electoral unit shall be identified as the Contact Representative.

7.3. Each worksite with four (4) or more Members constitutes an Electoral Unit. All worksites with fewer than four (4) Members shall be combined to form the Electoral Units of at least four (4) Members. Substitute Teachers also constitute an Electoral Unit and are entitled to elect two (2) Council Members.

7.4. Each Council Member or, in their absence, a Council Alternate of an Electoral Unit shall have one vote. The number of Council Alternates of an Electoral Unit shall equal the total number of Council Members from that Electoral Unit.

7.5. Each worksite shall elect one Council Member as a representative for every twenty (20) members or part thereof as per the following table.

Number of Members	Council Members
4-20	1
21-40	2
41-60	3
61-80	4
81+	5

- 7.6. Where a Member works out of more than one worksite, the Member shall only belong to one (1) Electoral Unit. The Member shall be assigned to the worksite following this procedure:
- (a) a teacher who is assigned to more than fifty percent (50%) of that teacher's teaching assignment at one school shall be allocated to that school; and
 - (b) a teacher who is assigned equally to two (2) or more schools shall be allocated to the smaller of those schools based on the number of Members at each worksite.
- 7.7. Council Members shall be elected on or before May 31 for the upcoming school year (or when required to fill a vacancy) by the Members of their respective worksites for a one (1) year term.
- 7.8. Council Members shall take office on the first day of the Fall term. Members elected to fill a vacancy shall take office immediately upon election and serve the remainder of the term.
- 7.9. Council Members shall:
- (a) attend Council meetings and arrange for an Alternate if required;
 - (b) promote the activities of the Local;
 - (c) encourage Member engagement and participation;
 - (d) attend meetings as necessary called by the President; and
 - (e) to fulfill all duties and responsibilities as stated in the Bylaws.
- 7.10. In addition to the duties of the Council Members the Contact Representatives shall perform the following duties at their worksite:
- (a) receive and take appropriate action on all Local and Society correspondence;
 - (b) to call regular meetings of Members at their worksite to discuss the business of the Local;
 - (c) maintain the records of the Local's correspondence;
 - (d) liaise with new Members at their worksite;
 - (e) serve as a site-based Local Electoral Officer for Local elections; and
 - (f) to bring to the attention of the Council and/or the Executive any concerns affecting Members at their respective worksites.

Regular Council Meetings

- 7.11. The Council shall meet no fewer than eight (8) times in any one school year. The first meeting of the Council shall be held no later than September 30th. Meetings are called:
- (a) on the authority of the President; or
 - (b) by the President as instructed by the Executive.
- 7.12. Council Members shall be given at least seven (7) Days' notice of Council Meetings.

Special Meeting of Council

- 7.13. Special Meetings of Council may be called:
- (a) on the authority of the President;
 - (b) by the President as instructed by the Executive; or
 - (c) by any Member of the Executive, if a request in writing is submitted to the President or the Executive, which states the reason for the meeting and is supported by at least fifteen (15) signatures of Council Members.
- 7.14. Special Meetings of the Council shall be scheduled upon as much notice to the Members of the Council as is reasonably possible.
- 7.15. The agenda for a Special Council Meeting shall be limited to the business for which it was called.

Applicable to all Council Meetings

- 7.16. The quorum for Council Meetings shall be fifty percent (50%) of the Members of the Council. If quorum for a Council Meeting is not met, the Council Meeting may continue, but no votes on business matters shall be conducted.
- 7.17. Attendance shall be taken at each meeting and a record kept thereof. If an Electoral Unit is not represented for three (3) consecutive meetings, the Unit may be requested to hold another election for Council Member(s).
- 7.18. At any Council Meeting, each Council Member shall have one vote and business shall be decided by a simple majority of the Council Members present, with the exceptions of a motion to remove a Member from office on the Council and a motion

to authorize expenditure from the Surplus, which require a two-thirds (2/3) vote of Members of the Council present at the Council Meeting. Proxy voting shall not be permitted.

- 7.19. Council Meetings are open to all Members to attend as observers, exclusive of portions that the Council determines will be held in-camera. The chairperson may allow any visiting member to speak at the Council meeting provided that such visiting member has given reasonable notice of their intention to do so. Visiting members to the Council shall not be allowed to enter debate or vote on any item of business.
- 7.20. Council may hold portions of a Council Meeting in-camera that concern:
- (a) labour contract discussions, labour management relations, or personnel issues;
 - (b) financial matters where negotiations with a third party are involved;
 - (c) matters involving building or personal security where disclosure could reasonably be expected to seriously compromise the Local personnel or assets;
or
 - (d) matters concerning information that a person has requested be provided to the Council in private.
- 7.21. Local business concerning subject matter identified in the Bylaws shall, upon motion which states the general subject matter of the business, be discussed in an in-camera portion of a Council Meeting. In-camera minutes of deliberations about the business shall be taken and kept sealed. A record of any decision made in-camera shall be reflected in the minutes of the Council Meeting.
- 7.22. Where a Council Member believes that discussion of an item of business within an in-camera portion is not an appropriate in-camera subject matter that Member shall immediately rise on a point of order to that effect. The Council shall immediately rule on whether the discussion may be continued in-camera, or shall be deferred to the regular portion of the Council Meeting.

Vacancies on Council

- 7.23. A vacancy on the Council shall occur in any of the following circumstances:
- (a) the resignation or retirement of a Council Member;
 - (b) the Council Member is no longer able to fulfil their role and responsibilities; or
 - (c) the removal from office of an Executive Member, pursuant to Article 11 of the Constitution of the Local.
- 7.24. A vacancy on the Council shall be filled:

- (a) by the Council Alternate from the Electoral Unit in which the vacancy has occurred; or
- (b) if the Council Alternate is not available or willing to fill the vacancy, the Electoral Unit in which the vacancy has occurred shall elect or appoint a replacement Council Member as soon as reasonably possible.

Part 8 – Executive

8.1 The Members of the Executive shall consist of the following:

- (a) President;
- (b) Vice President;
- (c) Past President; and
- (d) Ten (10) Members-at-Large.

8.2 Table Officers

- (a) the Table Officers of the Local shall be the President, Vice President, Past President and one Member-at-Large, as elected by the Executive;
- (b) in the case that there is no Past President two (2) elected Members-at-Large shall serve on the committee as Table Officers.

8.3 Duties of Officers

- (a) President
 - (i) to call all meetings of the general membership, the Table Officers, the Council and the Executive, and to preside over the meetings of the Executive, Table Officers, and also of the general membership;
 - (ii) to be the official spokesperson for the Local;
 - (iii) to be an ex-officio member of all committees;
 - (iv) to act on behalf of all Members of the Local;
 - (v) to be a signing officer for the Local and authorize expenditures of the Administrative Assistant and Vice President;
 - (vi) to be responsible for and prepare the agenda for all Executive and Council meetings;
 - (vii) to be responsible for communication to the membership;

- (viii) to act as a liaison between the Local and The Manitoba Teachers' Society;
- (ix) to chair the Table Officers' meeting;
- (x) to designate duties for the Members-At-Large;
- (xi) to keep or supervise the keeping of all pertinent records, reports and official documents of the Local;
- (xii) to supervise the accurate record keeping of all monies collected, and the accurate record keeping of all expenditures of the Local;
- (xiii) to supervise payment of all debts incurred by the Local as authorized by Council;
- (xiv) to give regular, comprehensive reports indicating the financial status of the Local to the Executive and to Council;
- (xv) to prepare with the Table Officers and to present to the Council before June 1st a budget representing the activities of the Local;
- (xvi) to arrange for an annual audit or financial review engagement;
- (xvii) to be custodian of all funds of the Local and shall keep such funds in such financial institution as the Executive may decide subject to Council approval;
- (xviii) to inform the Executive of any grievance filed and its resolution;
- (xix) to carry out other duties assigned by the Executive or the Bylaws;
- (xx) the President, or designate, shall act as River East Transcona Teachers' Association Executive member on the Joint Divisional Workplace Safety and Health Committee; and
- (xxi) the President, or designate, shall represent the Association on the Joint Divisional Workplace Safety and Health, Personal Professional Development Fund and chair the Collective Bargaining Committees.

(b) Vice President

- (i) to take full charge of the affairs of the Local and to assume all duties of the President during the President's absence, in accordance with the Policy of the Local;
- (ii) to preside over all meetings of Council. If the Vice President is unavailable, the President or the President's designate shall preside over the Council meeting;

- (iii) to organize and prepare the Manitoba Teachers' Society Provincial Council delegation;
- (iv) to be a signing officer for the Local; and
- (v) to carry out other duties assigned by the President, the Executive, or the Bylaws.

(c) Past President

- (i) the position of Past President shall be for a term of one (1) year. This is not an elected position;
- (ii) to serve as a Table Officer of the Local;
- (iii) to conduct an annual review of the Local Constitution, and propose constitutional amendments where necessary; and
- (iv) where there is no Past President, these duties shall be reassigned by the Executive upon recommendation of the Table Officers.

(d) Table Officers

- (i) to prepare a draft budget to be presented to the Executive for approval;
- (ii) to take on the duties of Past President if vacant;
- (iii) to recommend, to Executive, a Local Electoral Officer when necessary;
- (iv) to be appointed from the Executive as a signing officer when necessary; and
- (v) to meet regarding any issues arising between Executive meetings when necessary.

8.4 The duties of all Members of the Executive shall include the following:

- (a) to attend meetings as necessary called by the President;
- (b) to conduct the business of the Local between meetings of Council;
- (c) undertake additional duties and responsibilities as required;
- (d) attend relevant seminars and events;
- (e) keep all appropriate files and records and pass them on to their successor;
- (f) write a summative year-end report;
- (g) to be Delegates at Provincial Council;

- (h) advocate for an equitable, safe, and inclusive work environment for all Members;
- (i) to select members to act on committees subject to the approval of the Council, and to supervise the activities of all such committees;
- (j) to make recommendations to the Council and to carry out instructions given by Council;
- (k) to elect the Member-at-Large Table Officer(s);
- (l) to appoint when necessary any member in good standing to fill a vacancy on Executive;
- (m) to delegate any of its powers to an Executive member or committee; and
- (n) to hire employees, approve contracts and engage other services as required by the Local.

8.5 Executive Members-at-Large Duties and Responsibilities:

- (a) chair committees as required;
- (b) perform such duties as the President, Executive or Council shall assign;
- (c) cooperate with The Manitoba Teachers' Society, Manitoba Education, the River East Transcona School Division, and with other similar bodies to develop and enhance programming for the professional development needs of Local members;
- (d) maintain close liaison with The Manitoba Teachers' Society regarding developments in matters of insurance, pensions, and disability plans;
- (e) address issues related to matters such as pensions, disability plans, group insurance, and other types of insurance;
- (f) provide information to teachers regarding insurance, pension benefits, and all other employee benefits;
- (g) attend committee meetings and seminars as required;
- (h) under the direction of the Executive, to conduct studies, initiate projects and/or provide seminars in areas of professional concern;
- (i) assist in wellness events and promote Member wellness;
- (j) assist in the preparation for Provincial Council; and
- (k) assist with the annual retirement function.

- 8.6 Members of the Executive shall hold a one (1) year term of office beginning July 1st.
- 8.7 Release time of the President and Vice President of the Local and any other Members of the Executive are subject to the terms of the collective agreement and the Budget of the Local. The Local shall second the Members from the Division and compensate the Division appropriately.
- 8.8 The Local shall provide compensation to the employer as per the collective agreement for the release time of the Member. No Member of the Executive shall suffer a reduction in compensation that would be earned pursuant to the collective agreement.

Vacancies

- 8.9 A vacancy on the Executive shall occur in any of the following circumstances:
- (a) the resignation or retirement of a Member of the Executive;
 - (b) the Member of the Executive being unwilling or unable to act; or
 - (c) the removal from office of a Member of the Executive, pursuant to Article 11 of the Constitution of the Local.
- 8.10 In the event of a vacancy in the position of President, the General Secretary of the Society shall be provided written notice of the vacancy as soon as possible and the Vice President shall assume the position of President, unless unwilling or unable to do so. If the Vice President is unable or unwilling to assume the position of President, the Executive shall appoint a Member to fill the vacant position as soon as reasonably possible.
- 8.11 In the event of a vacancy in the position of Vice President, the General Secretary of the Society shall be provided written notice of the vacancy as soon as possible. If deemed necessary by the Executive, the Executive shall appoint a Member to fill the vacant position as soon as reasonably possible.

Part 9 - Executive Meetings

Regular Executive Meetings

- 9.1. Executive shall meet by the authority of the President within ten (10) school days of the opening of the school year, and shall meet no fewer than eight (8) times in any one school year.
- 9.2. Members of the Executive shall be given at least seven (7) Days' notice of Executive Meetings.

Special Executive Meetings

- 9.3. Special Executive Meetings may be called:
- (a) by the President of the Local; or
 - (b) by at least three (3) other Members of the Executive to respond to emergent issues as long as at least forty-eight (48) hours' notice of such special meeting is given to each member of the Executive by the most expedient method possible. Meeting requests must be submitted to the President in writing and include the reason for the meeting.
- 9.4. Special Executive Meetings shall be scheduled upon as much notice to the Members of the Executive as is reasonably possible.
- 9.5. The agenda for a Special Executive Meeting shall be limited to the business for which it was called.

Applicable to all Executive Meetings

- 9.6. The quorum for Executive Meetings shall be fifty percent (50%) of the Members of the Executive. If quorum for an Executive Meeting is not met, the Executive Meeting may continue, but no votes on business matters shall be conducted.
- 9.7. Each Member of the Executive shall have one vote and business shall be decided by a majority vote of the Members of the Executive present at the Executive Meeting, with the exception of a motion to remove a Member from office on the Executive, which requires a two-thirds (2/3) vote of the Members of the Executive present at the Executive Meeting. Proxy voting shall not be permitted.
- 9.8. Executive Meetings are open to Members to attend and observe, other than any portions that the Executive determines will be held in-camera.
- 9.9. The Executive may hold portions of an Executive Meeting in-camera that concern:
- (a) labour contract discussions, labour management relations, or personnel issues;
 - (b) financial matters where negotiations with a third party are involved;
 - (c) matters involving building or personal security where disclosure could reasonably be expected to seriously compromise Society personnel or assets;
or

(d) matters concerning information that a person has requested be provided to the Executive in private.

- 9.10. Local business concerning subject matter identified in the Bylaws shall, upon motion which states the general subject matter of the business, be discussed in an in-camera portion of an Executive Meeting. In-camera minutes of deliberations about the business shall be taken and kept sealed. A record of any decision made in-camera shall be reflected in the minutes of the Executive Meeting.
- 9.11. Where a Member of the Executive believes that discussion of an item of business within an in-camera portion is not an appropriate in-camera subject matter that Member shall immediately rise on a point of order to that effect. The Executive shall immediately rule on whether the discussion may be continued in-camera, or shall be deferred to the regular portion of the Executive Meeting.
- 9.12. Whenever a member of the Executive is absent from more than two (2) consecutive regular meetings of the Executive without reasons satisfactory to the Executive, they shall cease to be a member of the Executive.

Part 10 - Executive Elections

Local Electoral Officer

- 10.1. The Executive shall make a recommendation to Council as to who should be appointed the Local Electoral Officer of the Local for approval at the January Council meeting. Where possible, the Local Electoral Officer is someone with past experience on the Executive.
- 10.2. The Local Electoral Officer shall ensure that all candidates are eligible to participate in the Political Processes of the Local, and are willing to serve.

Executive Elections

- 10.3. A Member may be a candidate for only one of President, Vice President or Member-at-Large.
- 10.4. As per the Policies, notice of candidacy must be submitted in writing to the Local Electoral Officer on or before 4:00 p.m. on the Friday prior to the March Council meeting.
- 10.5. The nomination and campaign period for the election of the Members of the Executive shall begin February 1 of that School Year. Nominees shall not begin

campaigning until their nomination has been approved by the Local Electoral Officer.

- 10.6. Membership shall be notified of bona fide candidates once approved by the Local Electoral Officer. Once the nomination period has ended the Local Electoral Officer shall report to members the final list of approved nominees.
- 10.7. The election shall be held during the month of April on a day determined by the Local Electoral Officer in consultation with the Executive. Advance polls shall be held no more than ten (10) school days prior to the election date.
- 10.8. All bona fide candidates shall have an opportunity to address the membership at the March council meeting as per the policy.
- 10.9. The Contact Representative, or designate, in each Electoral Unit shall conduct the election in that Electoral Unit on the set date and time. Secret ballots shall be used. The ballots shall be turned in to the Local Electoral Officer to be counted on the election day by 5:30 p.m.
- 10.10. A ballot form shall be provided listing the candidates for President, Vice President and the nominees for the additional ten (10) Members-at-Large. Voters will be instructed to vote by indicating a single preference for President, Vice President, and up to, but not exceeding, ten (10) candidates for Member-at-Large positions.
- 10.11. In the case where in-person voting is not feasible for all members, the Local Electoral Officer will make alternate arrangements for voting in consultation with the Chief Returning Officer.
- 10.12. The Local Electoral Officer shall ensure that the ballots are counted and that there are two (2) scrutineers present.
- 10.13. Of the cast votes for candidates for President and Vice President respectively, the candidate with the most votes for the position they are seeking will be elected. In the event of a tie, another election between the tied candidates will be conducted within ten (10) school days.
- 10.14. Of the cast votes for candidates for Member-at-Large positions, the top ten (10) candidates with the most votes will be elected to the Executive. In the event of a tie for Executive candidates, another election between the tied candidates will be conducted within ten (10) school days.

- 10.15. Where the margin between the elected candidate and the defeated candidate is not more than five percent (5%) of the total votes cast, the Local Electoral Officer shall conduct a recount.
- 10.16. If there is only one candidate for an Executive position, that candidate is deemed the successful candidate by acclamation.
- 10.17. Members of the newly elected Executive shall take office on July 1st.
- 10.18. The Local Electoral Officer shall retain all ballots until the election results are confirmed by a duly recorded motion of the Members of Council, and then shall introduce a motion to destroy the ballots no later than the June Council Meeting.
- 10.19. The President shall provide the General Secretary of the Society a list of the Members of the Executive within ten (10) Days of the election results being accepted by the Council.
- 10.20. Members of the Executive seeking re-election shall not purposefully utilize the benefits of their current office to campaign for re-election. A dispute about whether this prohibition has been violated, and the consequences of the violation, shall be referred to the Chief Returning Officer of the Society.

Part 11 - Required Membership Fees

- 11.1. The required Membership Fees of the Local shall be in such amounts as approved by the membership at the June Council Meeting.
- 11.2. Required Membership Fees shall be deducted by the Employer in equal installments from the paycheques of all Members, and remitted to the Local. In the case of Substitute Teachers, the Required Membership Fee shall be deducted on a per diem basis.
- 11.3. Members have the onus to ensure that Required Membership Fees are paid to the Local and the Society during any period of absence where Required Membership Fees are not deducted from pay.

Part 12 - Committees

- 12.1. Every committee shall include among its membership one or more Members of the Executive, one of whom shall be the chairperson of such committee and who shall be responsible for submitting written reports and recommendations to the Executive and/or Council as necessary.
- 12.2. The President of the Local shall be an ex-officio member of all committees of the Local.
- 12.3. Notwithstanding 12.1, the Life and Honourary Membership committee shall be chaired by a Past President, or designate, of the Local.

Duties of Committee Chairs and Committee Members

- 12.4. Committee Chairs shall:
 - (a) carry out the aims and duties of their respective committees as determined by the Council or the Executive;
 - (b) provide a report to the Executive following each committee meeting or seminar and if necessary, provide a written report to Council;
 - (c) provide a written year-end report to the Executive and Council in June; and
 - (d) stay within the budgetary limits unless prior Executive approval is obtained for further expenditures.
- 12.5. Committee Members shall:
 - (a) be appointed for one (1) year term of membership ending on June 30th and may be considered for reappointment in subsequent years; and
 - (b) carry out the aims and duties of their respective committee as determined by the committee through the committee chair.

Committee Membership, Duties and Responsibilities

- 12.6. Collective Bargaining Committee
 - (a) Membership
 - i. chair (President or designate);
 - ii. at least six (6) additional members representing various levels and interest groups; and

- iii. a Manitoba Teachers' Society Staff Officer (non-voting).

(b) Duties and Responsibilities

The Collective Bargaining Committee shall:

- i. study and develop a negotiations package based on all matters affecting salaries, benefits, and working conditions of the members of the Local;
- ii. present a proposed negotiations package to the Executive, and subsequently to Council for approval;
- iii. the chair of the Collective Bargaining Committee shall select no less than four (4) members from the committee to be on the Table Team to conduct negotiations with the Board with respect to changes in the collective agreement. Members of the Table Team must be approved by the Executive, and subsequently Council, and shall include a Manitoba Teachers' Society Staff Officer;
- iv. the chair of the Table Team shall be the President or designate;
- v. the Table Team shall bargain in good faith; and
- vi. a Manitoba Teachers' Society staff officer shall be offered the opportunity to speak on the advisability of interest arbitration to Council.

12.7. Resolutions Committee

(a) Membership

- i. chair; and
- ii. at least four (4) members.

(b) Duties and Responsibilities

The Resolutions Committee shall:

- i. recommend resolutions, with rationale, to go forward to the MTS Provincial Council;
- ii. resolutions must be approved by the Executive and Council before being submitted to the Society; and
- iii. assist in all matters related to preparation for Provincial Council.

12.8. Workplace Safety and Health

The President (or designate) and one other member of Executive selected by the President, shall be the Local's representatives on the Divisional Workplace Safety and Health committee.

12.9. Life and Honourary Membership

(a) Membership

- i. chair; and
- ii. four (4) to six (6) members.

12.10. All ad hoc committees shall be chaired by a member of the Executive. Budgetary allocations, composition, and terms of reference for all ad hoc committees shall be approved by Council.

Part 13 - Finances

13.1. The Local shall annually undertake an independent financial audit or financial review of the Local's financial records. The Council shall ensure that such audit or review is completed within four (4) months of the end of the fiscal year.

13.2. The Council shall make available the annual independent financial audit or financial review to Members.

13.3. The Table Officers shall present the proposed annual budget for the next fiscal year at the May Council Meeting. Approval of the proposed annual budget shall require a majority vote of the Members present at the June Council Meeting.

13.4. The President, Vice President, Past President, or Member-at-Large Table Officer(s) if necessary, shall have signing authority for expending Local funds. The signatures of two persons shall appear on all of the Local's cheques. No person shall be authorized to sign cheques payable to oneself.

13.5. Original documents of the financial records shall be maintained for at least seven (7) years by the President.

13.6. Original documents of the financial records shall be maintained for at least seven (7) years by the President.

Part 14 - Amendments to the Constitution, Bylaws and Policies

- 14.1. A Member may submit proposed amendments to the **Constitution** of the Local by providing a draft amendment and written explanation to the President. Amendments shall be reviewed by the Executive and shall be placed on the agenda for the next Council Meeting as a notice of motion.
- 14.2. Notice of proposed amendments to the Constitution of the Local shall be made available to all Members at least fifteen (15) Days prior to the vote on the amendment(s). The amendment(s) thereof shall require a two-thirds majority of votes cast by Council members.
- 14.3. A Member may submit proposed amendments to the **Bylaws** of the Local by providing a draft amendment and written explanation to the President. Amendments shall be reviewed by the Executive and shall be placed on the agenda for the next Council Meeting as a notice of motion. The amendment(s) thereof shall require a two-thirds majority of votes cast by Council members.
- 14.4. A Member may submit new policies, or amendments to existing Policies, by providing a draft amendment and a written explanation to the President. Amendments shall be reviewed by the Executive and shall be placed on the agenda for the next Council Meeting as a notice of motion. The amendment(s) thereof shall require a simple majority of votes cast by Council members.