

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

**(Passed Feb.15<sup>th</sup>, 2022)**

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## LOCAL POLICY MANUAL

This manual is intended to provide a record of the policies of the River East Transcona Teachers' Association. Policies are dated on their acceptance and dates of amendments are also included. For the process of submitting new policies or amendments to existing policies see the Bylaws. A copy of the policy manual will be available to Members.

### Part I - LOCAL BUSINESS

#### I. Membership

##### A. Life or Honorary Members sets out the criteria and nomination process as follows:

1. **Life Membership:** Council Members may nominate Retired Teachers for Life Membership who have promoted the mission, goals, and objectives of the Local and who have:
  - I. served as President or provided service to the Local, as a Member or an employee; and
  - II. has made a significant contribution to the Local or given distinguished service to education generally.
2. **Honorary Membership:** Council Members may nominate persons for Honorary Membership who:
  - I. have promoted the mission, goals, and objectives of the Local by making an outstanding contribution to public education in Manitoba or have rendered outstanding service to the Local;
  - II. are not eligible for Life Membership; and
  - III. except in unusual circumstances, have retired.
3. **Life or Honorary Membership Nominations Process:**
  - I. Nominations for Life or Honorary Memberships shall be submitted in writing to the Local's office by no later than **4:00 p.m. on April 1** in any school year. The President shall forward the nominations to the Life and Honorary Membership Ad-Hoc Committee for consideration. The written nomination must outline how the nominee has promoted the mission, goals or objects of the Local and include the nomination form. See Appendix A and B.
  - II. The Life and Honorary Membership Ad Hoc Committee shall consider the nominations in accordance with the selection procedures outlined in Appendix A and B prior to the May Council Meeting. The Committee

may recommend at the May Council meeting that Council confer up to two (2) Life Memberships and up to one (1) Honorary Membership in addition to nominations of former Presidents.

- III. The decision to recommend either Life or Honorary Membership in the Local shall be by unanimous consent of the Life and Honorary Membership Ad Hoc Committee.
- IV. Successful nominee(s) or a representative will be presented with membership at the June Council meeting.

## **II. Provincial Council**

- A. As outlined in Appendix C, delegates attending the Manitoba Teachers' Society meeting of the Provincial Council shall be selected via the RETTA Provincial Council Delegate Selection Policy.

### **B. Provincial Council Resolution Submission**

- 1. Any Member of the Local may propose a resolution for consideration at the Provincial Council of the Society. Proposed resolutions shall be submitted to the Resolutions Committee for review.
- 2. The Resolutions Committee may:
  - I. return the resolution or nomination to the Member for further review or information;
  - II. reject the resolution if it is counter to the mission of the Local or the Manitoba Teachers' Society as defined by their respective Constitutions; or
  - III. forward the resolution, with or without endorsement, to the Executive. Should the Resolutions Committee reject a resolution from a Member, said Member has the right to submit their resolution directly to the Executive.
- 3. The Executive shall forward all the resolutions that it endorses to Council. Council may approve, by a majority vote, all RETTA resolutions, with the exception of business arising resolutions, to be considered at the Provincial Council of MTS.
- 4. Pursuant to MTS Bylaw II, 2.1 (b), the President shall submit all Council-approved resolution proposals, accompanied by a declaration from the President that the proposed resolution is bona fide.

### C. Provincial Executive Candidates

1. The Local may support up to a maximum of two (2) Members as Local-endorsed candidates for The Manitoba Teachers' Society Provincial Council elections. No more than one (1) for Member-at-Large and one (1) for President or Vice President. Local-endorsed candidates shall be eligible for financial support in accordance with the RETTA Annual Budget.
2. Any Member of the Local may seek endorsement as a Local-endorsed candidate for election at The Manitoba Teachers' Society Provincial Council meeting. Candidate requests for Local endorsement will be accepted no later than the February Council meeting of the year the election is to occur.
3. A call will be made at the February Council meeting for any other Members seeking Local endorsement.
4. Members who are seeking endorsement will be permitted to provide each Council Member at the February Council meeting with a single page (8½ x 11") of printed material consisting of a photo and not more than two hundred and fifty (250) words that outline information about that Member's background and candidacy. Candidates shall also be permitted to address the Council for a time period of not more than two (2) minutes each at that meeting. Questions to the candidates may follow.
5. In the event that there are more than two (2) Members seeking Local endorsement for the same position, a secret ballot vote by Council shall take place to determine the Local-endorsed candidate for that position. The candidate with the highest vote total shall be the Local-endorsed candidate. Motions to accept the results and destroy the ballots shall follow.

In the event that there is only one Member seeking endorsement, a motion to support the candidate shall be brought forward and a simple majority vote shall suffice.

6. Any Member who is not a Local-endorsed candidate shall not be eligible for financial support from the Local.
7. Financial support for a Local-endorsed candidate shall be for expenditures by candidates for election and campaign materials that are intended to promote the candidate and to inform and remind electors about the candidate. Local financial support for election expenses will be limited to those items that are employed and utilized during the candidacy period. The candidacy period begins on the day after Local endorsement and ends on election day. Local financial support for candidates shall not include expenses related to hosting the Local's hospitality that is normally provided

at the Provincial Council Meeting. Local financial support cannot be used for donations.

8. Financial reimbursement of expenditures for Local-endorsed candidates shall be for actual election expenses that are substantiated with original receipts.

### **III. General Assembly Meetings**

#### **A. General Provisions for all General Membership Meetings**

1. The President is responsible for:
  - I. choosing the date, time, and location of the meeting;
  - II. preparing the agenda; and
  - III. determine the manner of providing notice of the meeting to all Members, including Members on leave and substitute teachers.
2. The meeting shall be chaired by the President of the Local, or designate.
3. The Rules of Order for General Assembly Meetings shall be *the Rules and Procedures Governing the Annual General Meeting* of the Manitoba Teachers' Society.

#### **B. Conducting Votes outside of Membership Meetings where a Membership Meeting is not feasible**

1. The President is responsible for:
  - I. arranging the date and manner of voting;
  - II. the dissemination of necessary information;
  - III. determine the manner of providing notice of the meeting to all Members, including to Members on leave and substitute teachers; and
  - IV. arranging for the counting of votes or ballots, and announcing the result.

### **IV. Council**

#### **A. Regular Council Meetings**

1. The date, time and location of Council meetings for the year shall be set by the President and approved by the Council at the previous year's May Council meeting. The President shall endeavour to schedule meetings on the

third Tuesday monthly from September to June. Once approved, meeting dates shall be communicated to all Members.

2. The agenda shall be set by the President and shall be sent to Council Representatives one week prior to the Council meeting.
3. Council meetings shall be chaired by the Vice President. If the Vice President is absent the meeting shall be chaired by the President, or designate.
4. The Rules of Order for meetings of the Council shall be *the Rules and Procedures Governing the Annual General Meeting* of the Manitoba Teachers' Society or such rules as may be adopted by Council.
5. Council meeting minutes shall be approved at the subsequent meeting and shall be available to all Members.
6. Observers to Council meetings are welcome. There may be a designated area for observers at Council meetings. Observers may speak at Council only with permission from the chair prior to the meeting, they cannot enter debate or vote.

#### **B. Special Meetings of Council**

1. The date, time and location of Special Meetings of Council shall be set as per the Bylaw.
2. Special Meetings of Council shall be chaired by the Vice President. If the Vice President is absent the meeting shall be chaired by the President, or designate.
3. The Rules of Order for Special Meetings of Council shall be those of regular council meetings.
4. Special Meeting of Council meeting minutes shall be approved at the subsequent Council meeting and shall be available to all Members.
5. Observers to Special Meetings of Council are welcome. There may be a designated area for observers at these meetings. Observers may speak at Special Meetings of Council only with permission from the chair prior to the meeting, they cannot enter debate or vote.

### **V. Executive**

#### **A. Executive Meetings**

1. The date, time and location of Executive meetings for the year shall be set by the President and approved by the Council at the previous year's May

Council meeting. The President shall endeavour to schedule meetings on the first Tuesday monthly from September to June. Once approved, meeting dates shall be communicated to all Members.

2. The agenda shall be set by the President and shall be sent to Members-at-Large one week prior to the Executive meeting.
3. Executive meetings shall be chaired by the President. If the President is absent the meeting shall be chaired by a Table Officer.
4. The Rules of Order for meetings of the Executive shall be *the Rules and Procedures Governing the Annual General Meeting* of the Manitoba Teachers' Society or such rules as may be adopted by Executive.
5. Executive meeting minutes shall be approved at the subsequent meeting and shall be available to all Members.
6. Observers to Executive meetings are welcome. There may be a designated area for observers at Executive meetings.

#### **B. Executive Travel**

1. Travel expenses (per-kilometre allowance) will be based on the MTS rate.
2. Members shall be reimbursed the per-kilometre rate when doing approved work of the Local with the exception of Council meetings.

#### **C. Executive Orientation**

1. Each school year there shall be an Executive Orientation. The date, location, and agenda shall be set by the President.

#### **D. Executive PD**

1. Executive Members-at-Large shall be eligible for funding for professional development related to Local business in accordance with the annual budget.
2. Members-at-Large must present a written proposal to the Executive for approval. The proposal must be submitted to the President one week prior to the Executive meeting at which it will be considered and include:
  - I. name of the conference;
  - II. date, time and location of the conference;
  - III. cost (registration, substitutes and mileage);



- IV. details of the conference; and
  - V. rationale.
3. The Executive will vote based on the proposal. The Executive Member applying shall be available to answer any questions about the request.
  4. Upon returning from the professional development event, the Executive Member will be required to:
    - I. submit receipts to the RETTA Office for reimbursement; and
    - II. write a conference report to be submitted for the upcoming Executive meeting.

**E. RETTA Executive Recognition of Years of Service:**

1. A Member who concludes their service as a Member of the RETTA Executive will be recognized for their years of service and acknowledged at the final council meeting of that school year.
2. Gifts will be based on years of service and contribution to the Local.
3. The name and date(s) of service of those Members who have served as President of the River East Transcona Teachers' Association will be inscribed on a plaque that will be on display in the RETTA office. A gift will be presented to the outgoing President in recognition of their service as President.

**VI. Elections**

**A. Election Professional Conduct**

1. The Society Code of Professional Practice shall be followed while conducting business at all times. Members are reminded that the Code applies during the campaign period, within campaign materials and the various ways Members support candidates.

**B. Returning Officer of the Local**

1. The Returning Officer shall be selected in accordance with the Bylaws. Duties may include:
  - I. communicating with the membership on all matters regarding the election;

- II. receiving biographies and nomination forms if required from potential candidates;
- III. preparing and counting ballots; or
- IV. presiding over the election forum.

#### **C. Council Member Elections**

1. The President shall advise the membership of the Council Member and Alternate election procedure at the April Council Meeting. This shall also be communicated to Members in writing prior to May 1.
2. For each position, Contact Representative, Council Member and Alternate, if there are more names than positions, then there will be an election. Dropdowns shall be permitted.
3. Council Member elections shall take place at each worksite, and be run by Members assigned to that worksite.
4. A voting Member shall be entitled to one vote as per the Bylaws.
5. Substitute Teacher Members interested in running as a Council Member shall contact the RETTA office. If there are more names than positions then there will be an election run by the RETTA office.
6. The deadline to submit election/appointment results to the RETTA office is May 31<sup>st</sup>.

#### **D. Executive Elections**

1. The Returning Officer shall advise the membership of election procedures at the January Council meeting. This shall also be communicated to Members in writing prior to February 1<sup>st</sup>.
2. Potential candidates for Member-at-Large shall submit their intent to run for that position and shall include a one-page 250-word maximum biography including headshot photo as per the Bylaws. In the event of an election, biographies will be distributed and shared with the membership.
3. Potential candidates for President and Vice President shall submit their intent to run for that position and shall include a one-page 250-word maximum biography including headshot photo and a nomination form signed by the candidate and at least five (5) supporting Members as per the Bylaws. In the event of an election, biographies will be distributed and shared with the membership.
4. Where two or more candidates are nominated for the position of President or Vice President, each candidate shall be allowed five (5) minutes in which to

make a speech at the March council meeting followed by a question period. Question period shall consist of no more than four (4) questions per candidate and one (1) minute response per question.

5. Where more than ten (10) candidates are nominated for the position of Member-at-Large, each candidate shall be allowed up to three (3) minutes in which to make a speech at the March Council Meeting.
6. Ballots shall include the names of all eligible candidates in alphabetical order by last name.

## **VII. Committees and Chairs**

### **A. Standing and Ad Hoc Committees**

1. There shall be such Standing Committees and any other ad hoc committees that the Executive determines are required to carry out the work of the Local, in accordance with the Bylaws.

### **B. Committee Chairs**

1. Duties and responsibilities as per the Bylaws.
2. Attend MTS Seminars and produce a subsequent report to the Executive and Council.

### **C. Committee Members**

1. Duties and responsibilities as per the Bylaws.
2. Attend MTS Seminars and produce a subsequent report to the Executive and Council (if the Committee Chair is unable).

### **D. Collective Bargaining**

1. Duties and responsibilities as per the Bylaws.

### **E. Provincial Bargaining**

1. As outlined in Appendix D, delegates attending the Society Provincial Bargaining meetings shall be selected via the RETTA Provincial Bargaining Delegate Selection Policy.

### **F. Resolutions**

1. Duties and responsibilities as per the Bylaws.

## **G. Workplace Safety and Health**

1. Duties and responsibilities as per the Bylaws.

## **H. Life and Honourary Membership**

1. Duties and responsibilities as per the Bylaws.

## **I. Political Action**

1. Duties and responsibilities of the Political Action Committee membership include:
  - I. becoming and remaining abreast of current workplace political pedagogical issues within the local area, the province, and on the national stage. Identifying areas of concern and or political influences that are of significance in and out of the workplace;
  - II. aid in the communication and promotion of authorized Political Action strategies/activity to Members, the general public and to the employer; and
  - III. bring to the attention of the Executive concerns that may arise from public, employer or administrative actions.

## **J. Public Relations**

1. Duties and responsibilities of the Public Relations Committee membership include:
  - I. becoming and remaining abreast of current workplace/Member issues of concern as well as with moments/activities of note within the local area, the province, as well as on the national stage;
  - II. aid in the communication and promotion of authorized public relations strategies/activities to Local Members; the general public; the employer;
  - III. work with the communication manager to include articles that are related to the public relations goals for the upcoming year;
  - IV. bring to the attention of the Executive concerns or moments for celebration that may arise from the public, employer/administrative and Member actions; and
  - V. attend MTS meetings and seminars as required.

## **K. Professional Development**

1. Duties and responsibilities of the Professional Development Committee membership include:
  - I. sit as a member of the PPDF committee;
  - II. becoming and remaining abreast of current workplace/Member issues of concern as well as with moments/activities of note within the local area, the province, as well as on the national stage;
  - III. promote the importance of professional development within the Local, keeping in mind the employer's ongoing professional development goals and what the administration is providing to Local Members;
  - IV. work with the communication manager to include articles that are related to professional development for the upcoming year;
  - V. bring to the attention of the Executive concerns or moments for celebration that may arise from the public, employer/administrative and Member actions;
  - VI. recommend or suggest PD opportunities to Executive and Council Members; and
  - VII. attend MTS meetings and seminars as required.

## **L. Equity and Social Justice**

1. Duties and responsibilities of the Equity and Social Justice Committee membership include:
  - I. becoming and remaining abreast of current workplace equity and social justice issues within the local area, the province, as well as on the national stage. Identifying areas of concern and or political influences that are of significance in and out of the workplace;
  - II. aid in the communication and promotion of authorized equity and social justice strategies/activities to Members; the general public; to the employer;
  - III. work with the communication manager to include articles that are related to equity and social justice for the upcoming year;
  - IV. bring to the attention of the Executive concerns that may arise from public, employer or administrative actions; and
  - V. attend MTS meetings and seminars as required.

## **M. Education Finance**

1. Duties and responsibilities of the Education Finance Committee membership include:
  - I. be informed about education finance and the happenings of the MTS Education Finance Standing Committee;
  - II. work with the communication manager to include articles that are related to the education finance for the upcoming year;
  - III. bring to the attention of the Executive concerns or moments for celebration that may arise from the public, employer/administrative and Member actions;
  - IV. recommend or suggest PD opportunities to Executive and Council Members; and
  - V. attend MTS meetings and seminars as required.

## **N. Group Benefits**

1. Duties and responsibilities of the Group Benefits Committee membership include:
  - I. becoming and remaining abreast of current workplace/Member issues of concern as well as with moments/activities of note within the local area, the province, as well as on the national stage;
  - II. stay current with RETTA plans and the happenings of the MTS Benefits Standing Committee and Trust, bringing any suggested changes and concerns to the attention of the Executive and Council;
  - III. work with the communication manager to include articles that are related to the group benefits for the upcoming year;
  - IV. bring to the attention of the Executive concerns or moments for celebration that may arise from the public, employer/administrative and Member actions;
  - V. host and/or attend at least one (1) TRAF seminar during the school year;
  - VI. coordinate with the Wellness Committee regarding wellness initiatives; and

VII. Attend MTS meetings and seminars as required.

**O. Indigenous Voice and Action**

1. Duties and responsibilities of the Indigenous Voice and Action Committee membership include:
  - I. becoming and remaining abreast of current Indigenous issues within the local membership, the province, as well as on the national stage. Identifying areas of concern; and or celebration that is of significance in and out of the workplace;
  - II. work with the communication manager to include articles that are related to the Indigenous issues for the upcoming year;
  - III. bring to the attention of the Executive concerns or moments for celebration that may arise from the public, employer/administrative and Member actions;
  - IV. recommend or suggest PD opportunities to Executive and Council Members; and
  - V. attend MTS meetings and seminars as required.

**P. Wellness**

1. Duties and responsibilities of the Wellness Committee membership include:
  - I. becoming and remaining abreast of current workplace/Member issues of concern as well as with moments/activities of note within the Local area, the province, as well as on the national stage;
  - II. assess the wellness needs of Members;
  - III. stay current with RETTA plans and assist in the planning process of Local wellness events bringing any suggested changes and concerns to the attention of the Executive and Council;
  - IV. work with the communication manager to include articles that are related to wellness for the upcoming year;
  - V. bring to the attention of the Executive concerns or moments for celebration that may arise from the public, employer/administrative and Member actions;
  - VI. coordinate with the Group Benefits Committee regarding wellness initiatives; and

VII. attend MTS meetings and seminars as required.

**Q. Committee Travel**

1. Travel expenses (per-kilometre allowance) will be based on the MTS rate.

**VIII. Manitoba Federation of Labour**

A. As outlined in Appendix E, delegates attending the Manitoba Federation of Labour convention shall be selected via the RETTA MFL Convention Delegate Selection Policy.

**IX. Communication**

A. All official correspondence and communications from the Local shall have the RETTA logo or letterhead.

B. Only the RETTA office shall have the authority to use the RETTA logo.

C. The Local shall endeavour to display the RETTA logo at all events.

**X. Dependent Care Expenses**

A. RETTA Executive and Committee members are entitled to claim dependent care expenses, at the MTS rates, for any approved duties performed outside regular school hours pertaining to the business of the Executive/Committee.

B. Dependent care may not be accessed by RETTA Members for Council Meetings.

C. A spouse may not be claimed as a hired caregiver.

**XI. Humanitarian Fund**

A. The Local will establish a Humanitarian Fund of one thousand two hundred dollars (\$1200) to go towards student-initiated humanitarian projects that demonstrate compassion, self-sacrifice, leadership, and creativity in advancing and promoting human welfare.

B. A maximum donation of one hundred dollars (\$100) per school, per school year.

C. Requests to be made in writing using the Humanitarian Fund application form to the Executive. The Executive will make a determination and respond to the requesting school.



## **XII. Recognition of RETTA Members retiring**

- A. The Local shall, on an annual basis, sponsor a dinner to honour retiring teachers, who are Members of The River East Transcona Teachers' Association.
- B. Persons eligible for recognition upon retirement will:
  - 1. be at least in their fifty-fifth year of age; and
  - 2. have at least five years membership in the Local.
- C. Recognition of retirement may be extended to Members other than those indicated above who, at the discretion of the Executive, merit such recognition.
- D. A dinner shall take place in the month of June, including a formal program for the recognition of retiring teachers. The Local shall cover the costs of the following and their guests: retiring teachers, Superintendent, Board of Trustees Chairperson, and a Manitoba Teachers' Society representative.
- E. Retirees must contact the Local in order to be recognized at the dinner.
- F. The retirement function shall be restricted to two hundred and fifty (250) persons and held at a location that will be determined by the Local. The 250 attendees shall be accommodated on the basis of:
  - 1. retiring teachers and their escort;
  - 2. Local guests;
  - 3. Local Executive Members; and
  - 4. colleagues, family members and friends.

## **Part II- FINANCES**

### **I. RETTA Scholarship**

- A. The RETTA Scholarship Award is for the amount of One Thousand Two Hundred and Fifty dollars (\$1,250.00), conditional upon registration as a full-time student in a post-secondary institution.
- B. The RETTA Scholarship Award is paid as a reimbursement of the following post-secondary fees:
  - 1. Tuition
  - 2. Textbooks
  - 3. Academic software, supplies/tools

### **C. Criteria**

1. The criteria for selection of The RETTA Scholarship Award winner shall be prioritized as follows:
  - I. Financial Need: Demonstrated financial need should be assessed when selecting candidates for the RETTA Scholarship Award.
  - II. Scholarship or Achievement: The candidates for the RETTA Scholarship Award should have an above-average standing in their final (graduating) academic year of secondary school.
  - III. Character: The candidates for the RETTA Scholarship Award should have a demonstrated history of exemplary character.
  - IV. Leadership: The candidate for the RETTA Scholarship Award should have demonstrated leadership skills in their school or in community activities.
2. Further, the criteria of financial need for appropriate candidates should be addressed by the selection committee as a sensitive and confidential matter that should not be announced at the award ceremony.

### **D. Eligibility and Nominations**

1. All Grade 12 or Full Time graduating students who intend to pursue post-secondary education are eligible for this award.
2. Any teacher may nominate students for this scholarship. Selection of the recipient shall be the responsibility of the school Scholarship Committee.
3. School Scholarship Committees must forward the name of the scholarship recipient to the RETTA Office at least one day in advance of the Award Ceremony to ensure that the letter of the award can be prepared.

### **E. Presentation**

1. The RETTA Scholarship Award shall be awarded to the recipient by, the President or designate, at the school's Commencement.
2. Note: Any student receiving any financial award(s) from their school, or the division, to attend a post-secondary institution in excess of \$1000 shall not be eligible to receive the RETTA Scholarship Award.

## II. **Non-Budgeted Expenditures**

- A. Non-budgeted expenditures \$500 or greater shall be approved by Council.  
Non-budgeted expenditures under \$500 shall be approved by the Executive.

## LIFE AND HONORARY MEMBERSHIP POLICY

Life Membership and Honorary Membership in the River East Transcona Teachers' Association is the highest honour bestowed upon an individual by the Local. It recognizes the significant contributions made by an individual in advancing and safeguarding the welfare of teachers, advocating and defending public school education, defending the teaching profession, and enhancing the lives of teachers by promoting the mission, goals, and objectives of the Local.

### APPENDIX A

#### PLEASE SUBMIT THE FOLLOWING FORM TO SUPPORT YOUR NOMINEE FOR LIFE MEMBERSHIP:

Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

#### DEADLINE for Receipt of Nomination – April 1, 4:00 p.m.

1. Please provide a summary of relevant experience of no more than 500 words.

2. Additionally, please provide examples demonstrating how your nominee:

- promoted and advanced the cause of public education in Manitoba.
- advanced and safeguarded the welfare of teachers in the Local.
- advanced and safeguarded the teaching profession in Manitoba.
- made a significant contribution to the Local.
- has given distinguished service to education generally.

3. Has your nominee retired? Yes  No

If not, why should this honour be conferred now?

4. Has your nominee served as president of the Local? Yes  No

#### OR

Has your nominee been a member of the Local and/or an employee of the Local for a minimum of ten (10) years? Yes  No

Submitted by: \_\_\_\_\_

Member

## APPENDIX B

**PLEASE SUBMIT THE FOLLOWING FORM TO SUPPORT YOUR NOMINEE FOR HONORARY MEMBERSHIP:**

Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

### **DEADLINE for Receipt of Nomination – April 1, 4:00 p.m.**

1. Please provide a summary of relevant experience of no more than 500 words.
2. Additionally, please provide examples demonstrating how your nominee has:
  - promoted the mission, goals, and objectives of the Local.
  - advanced and safeguarded the welfare of teachers in the Local.
3. Has your nominee retired? Yes  No   
If not, explain why this honour should be conferred now?
4. Please provide examples demonstrating how your nominee made an outstanding contribution to public education or has rendered outstanding service to the Local.
- 5. If your nominee is a former employee of the Local what distinguishes your nominee over and above the work for which they were hired to do by the Local?**

Submitted by: \_\_\_\_\_  
Member

## **APPENDIX C**

### **RETTA Provincial Council Delegate Selection Policy**

1. Those members of the Local chosen to attend Provincial Council shall be determined in the following order:
  - (a) current Members of the Executive;
  - (b) Members of the Local seeking election to the Provincial Executive;
  - (c) a maximum of two (2) spots will be available to be filled at the discretion of the President;
  - (d) Contact Representatives;
  - (e) Council Representatives; and
  - (f) all other Members.
2. Members will be notified of the call for Delegates at the December Council meeting. Interested members must submit their names to the Vice President before January 31<sup>st</sup>.
3. In the event that there are more names than spots available, at the February Council meeting, the Vice President shall randomly select enough applicants to fill the remaining spots and generate a list of Alternates. Only the level of applicants where the delegate list has been exceeded shall be part of the random selection.
4. If Delegate and/or Alternate positions remain unfilled, the President, in consultation with the Table Officer(s), shall fill the remaining positions selected from the membership.

## **APPENDIX D**

### **RETTA Provincial Bargaining Delegate Selection Policy**

#### **Selection of Delegates to Provincial Bargaining Regional Meeting**

The Local will select Local Delegates for the Provincial Bargaining Regional Meeting according to the following protocol:

- A. The chair of the Bargaining Committee shall be identified as the Local Bargaining Representative.
- B. The President, Vice President and Bargaining Committee chair shall fill the first spots at Provincial Bargaining Regional Meeting.
- C. The Local Bargaining Representative, with Executive approval, shall fill the remaining positions to the Regional Meeting. Consideration shall be given to the diversity of the membership. The Local Delegates shall be approved by Council.
- D. The Local President shall forward the names of the Local Bargaining Representative and Local Delegates to the Manitoba Teachers' Society by the deadline set by the Society. The number of Local Delegates entitled to attend the Regional meeting will be determined as laid out in the MTS Provincial Bargaining Protocol.
- E. The terms of service are from the time of appointment until the signing of a new agreement.
- F. In the event of a vacancy, the Local Bargaining Representative, with Executive approval, shall fill the vacant position.

#### **Selection of Delegates to Provincial Bargaining Provincial Seminars**

The Local will select Local Delegates for the Provincial Bargaining Seminars according to the following protocol:

- A. The President, Vice President and Bargaining Committee chair shall fill the first spots at Provincial Bargaining Seminars.
- B. The remaining positions to the Provincial Bargaining Seminars shall be elected by and from the Local Delegates of the Regional Meeting.
- C. The Local President shall forward the names of the Local Bargaining Representative and Delegates to the Manitoba Teachers' Society by the deadline set by the Society. The number of Local Delegates entitled to attend the Provincial Seminars will be determined as laid out in the MTS Provincial Bargaining Protocol.

- D. The terms of service are from the time of appointment until the signing of a new agreement.
- E. In the event of a vacancy, the Local Bargaining Representative, with approval from the Local Delegates of the Provincial Seminars, shall fill the vacant position.

### **Selection of a New Local Bargaining Representative**

In the case where the Local Bargaining Representative ceases to be a Local Delegate:

- A. The Executive shall appoint a replacement Local Bargaining Representative among those who have been involved in the Regional Meetings and Provincial Seminars.
- B. The Local President shall forward the name of the replacement Local Bargaining Representative, along with the Local Bargaining Representative they are replacing shortly after the replacement is named.
- C. The terms of service are from the time of appointment until the signing of a new agreement.



## **APPENDIX E**

### **RETTA MFL Convention Delegate Selection Policy**

1. The number of RETTA Delegates allocated to the Manitoba Federation of Labour (MFL) Triennial Convention is determined by the MFL.
2. Those members of the Local chosen to attend the Convention shall be determined in the following order:
  - a. President and Vice-President;
  - b. Current Members at Large of the Executive;
  - c. A maximum of one (1) spot will be available to be filled at the discretion of the President;
  - d. Contact Representatives;
  - e. Council Representatives; and
  - f. all other Members.
3. Members will be notified of the call for Delegates at the November Council meeting. Interested members must submit their names to the President no later than one week prior to the commencement of Winter Break.
4. In the event that there are more names than spots available, at the January Council meeting, the President shall randomly select enough applicants to fill the remaining spots and generate a list of Alternates. Only the level of applicants where the delegate list has been exceeded shall be part of the random selection.
5. If Delegate and/or Alternate positions remain unfilled, the President may elect to not fill those spots.