

**Bylaws
of
The Louis Riel Teachers' Association
of
The Manitoba Teachers' Society**

Article I: Language

1.01 The following shall be written in French and English:

1. Constitution, Bylaws and policies;
2. minutes of General Assemblies and Council Meetings; and,
3. summative reports by table officers and standing committee chairpersons to General Assemblies.

1.02 In situations where the English and the French versions are at variance, the English version shall prevail.

Article II: Duties of Executive Members

2.01 All members of the Executive:

1. are eligible to be delegates to the Annual General Meeting of the Provincial Council;
2. shall attend relevant seminars and events;
3. shall keep all appropriate files and records and pass them on to his/her successor;
4. shall write a summative report for the Annual General Assembly; and,
5. shall undertake additional duties and responsibilities as required.

2.02 The President shall:

1. serve as the spokesperson for the Association;
2. call, prepare agendas and preside over all Executive meetings, Council meetings and General Assemblies;
3. be an ex-officio member of all committees;
4. be a signing officer for the Association;
5. supervise staff hired by the Association;
6. ensure that an accurate record of attendance and proceedings of Executive meetings, Council meetings and General Assemblies be kept in accordance with policy;
7. authorize the expenditures of the Association excluding those of the President;
8. co-chair the Divisional Workplace Safety and Health Committee; and,
9. perform any other duties that may be assigned to him/her by the Executive, Council or General Assembly.

2.03 The Past President shall:

1. provide information to the President and Council regarding issues from previous years;
2. be the Nominations Committee Chairperson and Chief Electoral Officer;
3. be a signing officer for the Association and for the Reserve Fund;
4. chair the Resolutions Committee; and,
5. undertake those duties and responsibilities as assigned by the President, Executive, Council or General Assembly.

2.04 The Vice-president(s)' duties shall include:

1. taking full charge of the affairs of the Association during the absence of the President;
2. being a signing officer for the Association and authorize expenditures of the President; and,
3. undertaking those duties and responsibilities as assigned by the President, Executive, Council or General Assembly.

2.05 The Vice-president: Collective Bargaining shall:

1. perform the duties as outlined in 2.04;
2. establish and chair a Collective Bargaining Committee;
3. establish and chair a Table Team;
4. provide a proposed committee budget;
5. ensure that the Association fulfills its role as certified bargaining agent for the teachers employed by the Division;
6. become familiar with Part XVIII of the Public Schools Act, with Manitoba Teachers' Society policy and with collective bargaining procedures;
7. prepare for negotiations in accordance with the needs of the members; and,
8. ensure that the President and the Vice-president: Collective Bargaining co-sign the resulting collective agreement.

2.06 The Vice-president: Professional Development shall:

1. perform the duties as outlined in 2.04;
2. establish and chair the Professional Development Committee(s);
3. provide a proposed committee budget;
4. become familiar with guidelines and policies governing professional development in the Division and MTS;
5. liaise with appropriate Divisional personnel;
6. be a member of the Collective Bargaining Committee; and,
7. monitor and advocate for professional development issues.

8. assume responsibility for monitoring and processing the Vic Wyatt Bursary Fund Applications according to the guidelines set forth by the Association effective August 1, 2003.

2.07 The Secretary Treasurer shall:

1. keep an accurate record of all Association income and disbursements;
2. present an externally audited financial statement of the preceding year at the October Council meeting;
3. consult with committee chairpersons and present a proposed budget at the Annual General Assembly;
4. provide a written budget report at each regular Council meeting;
5. be a signing officer for the Association and the Reserve Fund;
6. disburse funds on the basis of:
 - a. expense vouchers substantiated by receipts; or
 - b. motion of Council or General Assembly;
7. maintain a record of minutes and motions of Council meetings, Executive meetings and General Assemblies; and,
8. undertake those duties and responsibilities as assigned by the President, Executive, Council or General Assembly.

2.08 Chairpersons of Standing and Ad Hoc Committees shall:

1. establish and chair committees with the approval of Executive;
2. provide a proposed committee budget;
3. provide recommendations and reports to Council; and,
4. undertake those duties and responsibilities as assigned by the President, Executive, Council or General Assembly.

2.09 The Public Relations Chairperson shall:

1. perform the duties as outlined in 2.08;
2. assist the Association when necessary in all areas of communication; and
3. **edit and publish the Association newsletter.**

2.10 The Social Chairperson shall:

1. perform the duties as outlined in 2.08; and,
2. organize all social functions of the Association.

- 2.11 The Employee Benefits Chairperson shall:
1. perform the duties as outlined in 2.08;
 2. provide information to members on benefits plans;
 3. monitor benefits plans for changes and improvements; and,
 4. be a member of the Collective Bargaining Committee.
- 2.12 The Equity and Social Justice Chairperson shall:
1. perform the duties as outlined in 2.08;
 2. monitor issues and concerns related to equality in education; and,
 3. pursue an active program of awareness for the benefit of all teachers.
- 2.13 The Éducatrices et Éducateurs Francophones du Manitoba Chairperson shall:
1. perform the duties as outlined in 2.08;
 2. attend provincial EFM regional, Immersion School Council, and annual meetings and share ideas and maintain communication between local EFM and provincial EFM; and,
 3. advocate and promote French language services and issues.
- 2.14 The Members-at-large shall:
1. chair Ad Hoc Committees as assigned by the Executive;
 2. act as Deputy Returning Officer for the MTS provincial elections; and,
 3. provide assistance to other committees.
- 2.15 The Representative of the Louis Riel Association of School Administrators (LRASA) shall:**
- 1. report monthly to the Executives and Councils of the Louis Riel Teachers' Association (LRTA) and the Louis Riel Association of School administrators (LRASA).**

Article III: Duties of the School Council Representative

- 1. attend Council Meetings and arrange for an alternate if required;**
- 2. inform school staff of the business of the Association, and bring members' concerns to the attention of Council;**
- 3. encourage school representation on the Association's committees; and**
- 4. assume responsibility for any surveys or other business required by Council.**

Article IV: The Reserve Fund of the Association

- 4.01 There shall be an Association fund known as the Reserve Fund.
- 4.02 The Reserve Fund shall consist of such monies as the Association may, from time to time, allocate to the fund.
- 4.03 At the beginning of the budget year, the minimum amount of the Reserve Fund shall be ten percent (10%) of the previous year's **actual** expenditures plus the Association's cost of one (1) arbitration.
- 4.04 The amount of the Reserve Fund shall not exceed two-thirds of the previous year's budgeted expenditures. Surplus revenue beyond the ceiling limit shall revert to general revenue.
- 4.05 The Reserve Fund shall:
1. provide loans or grants to the Association for special projects and emergencies; and,
 2. finance the costs incurred in any arbitrations.
- 4.06 The signing officers for the Reserve Fund shall be the Secretary Treasurer and the Past President of the Association.
- 4.07 The signing officers of the Reserve Fund shall make provisions for disbursements only upon a motion of Council. Any expenditure from the Reserve Fund shall require one month's notice of motion except for disbursement of funds to cover arbitration costs.
- 4.08 A two-thirds majority of Council members present and voting shall be required for authorizing an expenditure from the Reserve Fund.
- 4.09 The money in the Reserve Fund shall be placed in insured accounts of investment which are non-speculative in nature.
- 4.10 All money and securities of the Reserve Fund shall be deposited in a financial institution approved by Council.
- 4.11 The signing officers for the Reserve Fund shall:
1. keep full and complete records of receipts, disbursements, and investments of the Reserve Fund; and,
 2. prepare financial reports on the Reserve Fund annually, or at such other times as Council may direct.

Article V: Nomination Procedures

- 5.01 The Nominations Committee consists of the Past President and two members appointed by the Council.
- 5.02 The Nominations Committee is responsible for seeking nominations for Executive positions.
- 5.03 Written nominations must be submitted on the appropriate form to the Nominations Committee. The nomination shall include the signature of the member being nominated and the signatures of two supporting members.
- 5.04 Written nominations shall be accepted beginning March 1st.
- 5.05 The Nominations Committee shall make a written report on nominations at the March Council meeting.
- 5.06 Further nominations can be made at the Annual General Assembly. The person being nominated must be present to accept the nomination and the nomination must be supported by a mover and a seconder.

Article VI: Electoral Procedures

- 6.01 Elections shall occur at the Annual General Assembly to be held between April 14th and April 29th.
- 6.02
 - a) Where two or more candidates are nominated for the position of president, each candidate shall be allowed five (5) minutes in which to make a speech.
 - b) Where two or more candidates are nominated for a position other than president, each candidate shall be allowed three (3) minutes in which to make a speech.
- 6.03 Before a candidate is acclaimed, three calls for nominations shall be made.
- 6.04 Voting shall be done by secret ballot.
- 6.05 Elections shall take place in the following order:
 - President
 - Vice-president: Collective Bargaining
 - Vice-president: Professional Development
 - Secretary Treasurer
 - Employee Benefits Chairperson
 - Equality in Education Chairperson
 - Public Relations Chairperson

Éducatrices et Éducateurs Francophones du Manitoba Chairperson
Social Chairperson
Members-at-large (3 positions)

Louis Riel Association of School Administrators' Representative

6.06 An unsuccessful candidate shall be provided the opportunity to let his/her name stand for subsequent positions.

Article VII: Amendments to the Bylaws

7.01 These Bylaws may be amended at any time as follows:

1. any member of the Association shall have the right to submit in writing to the President a proposed amendment to the Bylaws of the Association;
2. the President shall send a copy of the proposed amendment to all members of the Association at least seven (7) days prior to consideration of same at a General Assembly; and,
3. the amendment or any modification thereof must be approved by at least a two-thirds majority of those voting, a quorum being present.

The Bylaws of the Association were amended at the Annual General Assembly of the Louis Riel Teachers' Association on April 22, 2009.

Approved by the Provincial Executive at its meeting of May 8, 2009.

____Madeline McKenzie____
President

____Linda Connelly____
Secretary-Treasurer, LRTA

____Diane Beresford____
Assistant General Secretary
The Manitoba Teachers' Society