



**POLICY MANUAL**  
**OF THE**  
**LOUIS RIEL TEACHERS'**  
**ASSOCIATION**

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**MANUEL DES POLITIQUES**  
**DE LA**  
**LOUIS RIEL TEACHERS'**  
**ASSOCIATION**

## **ASSOCIATION MANUAL**

This manual is intended to provide a record of the policies of the Louis Riel Teachers' Association. Policies are dated on their acceptance and dates of amendments are also included. Interim policies are adopted at Council and receive final approval at the Annual General Assembly.

Amendments to existing policies require "Notice of Motion" at a prior Council Meeting or notice in writing to all members of the Council at least seven (7) days prior to the Council Meeting at which the amendment will be discussed. New policies may be presented at any time. All votes shall require a simple majority to pass. All amendments to existing policies and new policies passed at Council are to be considered interim until final approval at the Annual General Assembly.

Policy may be amended or added to at any Association General Assembly. Notice need not be given.

Under emergency situations where notice cannot be given, the Executive may pass interim policies, subject to later Council approval.

All policies are listed by number and title, and include date approved, amended, or reaffirmed.

A copy of the policy manual will be posted on the Association website.

UPDATED AND APPROVED: April 20, 2022

## **SECTION A--FINANCIAL**

### **A-1 FUNDING FOR CANDIDATES FOR PROVINCIAL EXECUTIVE**

- 1) A candidate is defined to be:
  - a) a nominee for any of the following positions: President, Vice President, Executive Member, or others named by MTS
  - and
  - b) who has been duly nominated by the Council of the Association.
- 2) A candidate for President may request funding for campaign expenses for actual costs up to a maximum of \$500. All receipts must be submitted.
- 3) A candidate for Vice President or Executive or others named by MTS may request funding for campaign expenses for actual costs up to a maximum of \$500. All receipts must be submitted.
- 4) Requests for funding must be made through the Resolutions & Nominations Chair and must be approved by the Council of the Association.

### **A-2 LRTA EXECUTIVE PROFESSIONAL LEARNING FUND**

- 1) Professional Development funding for activities related to Association business shall be made available to all LRTA Executive members on an annual basis.
- 2) The Fund shall be included in the LRTA annual budget at an amount of \$10 000.
- 3) Applications for funding shall be presented to LRTA Executive for approval prior to paying registration fees. Applications must include:
  - a) Name of the conference or event.
  - b) Date, time, location.
  - c) Costs, including registrations, substitute coverage, accommodations, and transportation.
  - d) An explanation of how LRTA will benefit from participation in the conference.
- 4) Applications must be presented in a timely manner to allow Executive members to perform due diligence in their review. Applications must be made available to Executive members through email one week prior to the Executive meeting where the application will be discussed.
- 5) The Applicant will be required to abstain from voting on the application. The Applicant will be recused from discussion about the application.
- 6) The Executive may choose to approve or deny the application or request more information of the applicant. A simple majority will prevail.
- 7) Following the conference or event, the member will be required to:
  - a) Submit receipts to the LRTA Office for reimbursement.
  - b) Provide a report to Executive based on the information gained.

- 8) Funding shall be granted with the following considerations:
  - a) The maximum amount of funding for any one person shall be \$2000.00 in one Association year.
  - b) Efforts will be undertaken to equalize opportunities for funding between the Executive positions. For example, one person should not receive the maximum amount in 2 consecutive years.
  - c) No applications will be considered for events that would occur at the time of the LRTA AGA or the MTS AGM.
  - d) PPDF Guidelines may be consulted for guidance.

### **A-3 NON-BUDGETED EXPENDITURES**

Non-budgeted expenditures shall be approved by Council. If the non-budgeted expenditure exceeds 1% of the current year's total budgeted expenditures, notice of motion for the expenditure must be given in writing seven (7) days prior to the Council Meeting.

### **A-4 HIGH SCHOOL SCHOLARSHIPS**

- 1) The Association shall provide a scholarship in the amount of \$500.00 to each of the division's high schools to be awarded to a graduating student. The student shall be chosen by the recognized awards committee of the high school using the following criteria.
  - a) The student has maintained a minimum average of 75% in his/her year of graduation.
  - b) The student has demonstrated excellent communication skills, interpersonal skills, leadership abilities and a love of learning.
  - c) The student has indicated his/her intention to pursue post secondary education.
  - d) The school awards committees are encouraged to consider students who have indicated an interest in or who are pursuing an education degree.
- 2) The amount of each scholarship shall be identical and shall be determined by the AGA as the budget is considered. The scholarship shall be awarded by the Association President or the school's Council Representative where possible.

### **A-5 ARTS AND TECHNOLOGY CENTRE SCHOLARSHIP**

- 1) One scholarship, in the same amount as that provided to each of the high schools in the division, shall be awarded to a graduating student who has attended the Louis Riel School Division Arts and Technology Centre; the winning student must be registered at both the ATC and at one of the Louis Riel School Division high schools. The following criteria shall be used in determining the award-winning candidate:
  - a) The student has maintained a minimum average of 75% in the area of vocational specialty in his/her year of graduation.
  - b) The student has obtained a program certificate from the Louis Riel Arts and Technology Centre.
  - c) The student has indicated his/her intention to pursue post secondary education.\The student has demonstrated excellent communication skills, interpersonal skills, leadership abilities and a love of learning.
- 2) The name of the ATC nominee will be forwarded to the awards committee of his/her home school, with said committee including the ATC nominee in its final disposition of awards.
- 3) The scholarship shall be awarded at the graduating ceremony of the student's home school by the Association President or the Council Representative of the Louis Riel School Division Arts and Technology Centre where possible.

**A-6 DONATION – Canadian Centre for Policy Alternatives**

The Association financially supports The Canadian Centre for Policy Alternatives (CCPA). The financial support offered shall not exceed \$500.00.

**A-7 DONATION – The Terry Fox Foundation**

The Association financially supports The Terry Fox Foundation. The financial support offered shall not exceed \$500.00.

**A-8 LRTA RETIREMENTS**

- 1) The Association will provide a retirement gift to members. The financial support including tax, card, and gift wrap shall not exceed \$150.00.
- 2) The Association will host an event each year to honour retirees. This event will be open to the families of the retiree and Association members.

## **SECTION B--ASSOCIATION BUSINESS**

### **B-1 COUNCIL AND EXECUTIVE MEETING PROCEDURES**

- 1) The President shall act as Chair for Council and Executive Meetings, or identify a designate to act as Chair. Should the President be absent from the meeting, the Vice President with the longest term of service to the Association shall assume these duties.
- 2) Rules of Order shall be based on Bourinot's Rules of Order.
- 3) The Chair will have authority to determine the appropriate placement of items of business on the agenda, and to determine if any proposed business is out of order.
- 4) A vote that results in a tie shall be broken by a vote from the Chair.

### **B-2 NUMBERING SYSTEM FOR MOTIONS**

- 1) The LRTA shall use the numbering system as follows:
  - a) The first set of digits indicate the number of the motion.
  - b) The second set of digits indicate the year in which the motion was adopted.e.g. 5-01 would refer to motion number 5 passed in the school year 2000-2001.
- 2) The Administrative Assistant of the Association shall keep an index of the titles of the motions which have been adopted, amended, or defeated.

### **B-3 PRESENTATIONS TO ASSOCIATION BY OUTSIDE GROUPS**

Any group wishing to make a presentation must do so in the following manner:

- 1) Contact the President or appropriate committee chair.
- 2) The President or committee chair reports to Executive.
- 3) The Executive reports to Council.
- 4) Council may receive a presentation from the outside group at a regular Council meeting as a timed item or at a special meeting for any interested members.
- 5) Where time is a factor, the above procedure may be waived.

## **SECTION C--ASSOCIATION OPERATIONS**

### **C-1 PRESIDENT'S RELEASE TIME**

- 1) The position of the Association President is a full-time position. The Association shall second the member from the Division and compensate the Division appropriately.
- 2) The Association President shall experience no loss of benefits and the Association shall reimburse the Division for the President's salary, allowances when applicable, benefits and other costs related to the President's leave.
- 3) The Association President will not hold a position on the Provincial Executive of the Manitoba Teachers' Society during his or her term of office.

### **C-2 VICE PRESIDENTS' RELEASE TIME**

- 1) The positions of the Association Vice Presidents are half-time positions. The Association shall second the members from the Division and compensate the Division appropriately.
- 2) The Association Vice Presidents shall experience no loss of benefits and the Association shall reimburse the Division for the pro rated share of each Vice President's salary, allowances when applicable, benefits and other costs related to the Vice President's leave.

### **C-3 ASSOCIATION ADMINISTRATIVE ASSISTANT**

- 1) The Association may employ an Administrative Assistant for the LRTA Office. Terms of employment will be maintained in an employment agreement between the Administrative Assistant and the Association. This agreement shall include provisions for re-negotiation on an annual basis.
- 2) The hours worked shall be approved bi-weekly, with corresponding payroll deductions being calculated by a Table Officer.

### **C-4 ASSOCIATION USE OF RELEASE TIME**

- 1) Requests for use of release time charged to the Association will be initiated by Executive members.
- 2) The President shall approve all requests for release time.

### **C-5 PRESIDENT'S ABSENCE**

During the absence of the President of the Association, the Vice President with the longest record of service to the Association and its former Associations shall assume the duties and responsibilities of the President.

## **SECTION D--ANNUAL GENERAL ASSEMBLY**

### **D-1 AGA MEETING DATE**

The Wednesday following the April Council Meeting shall be the date for the Annual General Assembly of the Louis Riel Teachers' Association and no activities shall be scheduled beyond the end of the school day by LRTA members.

### **D-2 NOMINATIONS FOR ELECTIONS**

Written nominations shall be accepted beginning March 1st. The Nominations Committee will distribute a written report on nominations two weeks prior to the Annual General Assembly.

### **D-3 CANDIDATES' ELECTION STATEMENT AND DISTRIBUTION**

- 1) The Association supports the rights of all candidates to an equal opportunity to inform the membership of their candidacy.
- 2) To facilitate this process, each candidate will be entitled to:
  - a) . an election statement (one 8.5 by 11 sheet),
  - b) . translation of the election statement,
  - c) . distribution of the election statement as follows:
    - i) complete text on the LRTA website; and,
    - ii) an opportunity to address the assembly.
- 3) The expenses for the above will be borne by the Association.
- 4) Materials to be distributed must be submitted to the Chair of the Nomination Committee by noon, the 2<sup>nd</sup> Wednesday prior to Spring Break.
- 5) No other campaign materials are allowed.
- 6) No campaign materials may be distributed at the Annual General Assembly.

### **D-4 DISTRIBUTION OF REPORTS/DRAFT BUDGET FOR AGA**

Copies of the LRTA Committee Reports and Proposed Budget shall be sent out prior to the AGA meeting to each worksite.

## **SECTION E--PROCEDURES**

### **E-1 SOLICITING FUNDS**

Individuals or organizations may not come before the Association for the purpose of soliciting funds or for seeking volunteers to work on their behalf.

### **E-2 DIVISIONAL COMMITTEE MEMBERSHIP**

Any member who serves on a divisional committee shall:

- 1) Be appointed by the Council of the LRTA.
- 2) Be required to report to the Council of the LRTA at the December and June Council meetings or as deemed necessary.

### **E-3 SERVICE FOR SECONDMENT, LEAVE AND ISOLATED ASSIGNMENT**

Teachers who are seconded, on leave or assigned to areas that isolate them from the general teaching body may request the following service from the Association:

- 1) copies of the General Assembly minutes;
- 2) notices of General Assemblies;
- 3) invitation to contribute to negotiation packages and association policies; and
- 4) their names forwarded to Provincial MTS for inclusion on their mailing list.

### **E-4 POLICING COLLECTIVE AGREEMENT**

It shall be the responsibility of all Association members to bring any breach of the collective agreement to the attention of the President or Vice President: Collective Bargaining.

### **E-5 TEACHERS NEW TO THE ASSOCIATION**

The Association will sponsor a welcome event for teachers new to the profession, or new to the Association. Invitations will extend to:

- 1) the President of MTS,
- 2) the Vice President of MTS,
- 3) LRTA Executive, and
- 4) Council Rep of new teachers' schools

## **SECTION F--MTS BUSINESS**

### **F-1 AGM RESOLUTIONS**

- 1) Any member of the Association may propose a resolution (by-law or policy) for consideration at the MTS Provincial Council (AGM). Proposed resolutions shall be submitted to the Resolutions Committee for review. The Resolutions Committee may:
  - a) Return the resolution to the member for further review or information;
  - b) Reject the resolution if it is counter to the mission of the Association or the Manitoba Teachers' Society as defined by their respective Constitutions; or,
  - c) Forward the resolution, with or without endorsement, to the Executive.
- 2) 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 must approve, by a majority vote, all LRTA resolutions, with the exception of business arising resolutions, to be considered at MTS Provincial Council.

### **F-2 PROVINCIAL EXECUTIVE NOMINATION ENDORSEMENT**

- 1) In accordance with the Bylaws of the Society, any member of the Association may seek nomination to a Provincial Executive position. A member of the Association may also seek the endorsement of LRTA Council for their candidacy.
- 2) A member seeking endorsement shall follow this procedure:
  - a) The member will submit their name, the position being sought, and any relevant information that supports their candidacy to the Resolutions and Nominations Chair;
  - b) The Resolutions and Nominations Chair will forward the nomination to the Executive;
  - c) The Executive shall discuss the nomination during in camera proceedings and decide if the nomination will receive Executive endorsement;
  - d) A candidate who does not receive Executive endorsement will be notified to that effect;
  - e) Any nominations seeking endorsement must be submitted prior to the February Executive Meeting.
- 3) The Executive will forward all nominations that it endorses to Council. Council must approve, by a majority vote, any endorsement of Provincial Executive candidates by LRTA.
- 4) Candidates who receive endorsement will be eligible for funding to support their candidacy as identified in Policy A-1.
- 5) Any candidate who does not satisfy the requirements of the Society as a bona fide candidate will have their endorsement retracted at the earliest possible meeting of Council.

## **SECTION G--WELLNESS EVENTS**

### **G-1 PROVINCIAL TEACHERS' BONSPIEL**

Any member of the Association who organizes a curling rink and is selected to represent the Association at the annual Manitoba Teachers' Society Bonspiel shall have the entry fee paid for by the Association up to a maximum of \$200. This shall apply to a maximum of three (3) rinks. If a fourth rink is selected to represent the Association, the total of \$600 will be split evenly among the four rinks.

### **G-2 ASSOCIATION HOCKEY TEAM**

Any member of the Association who organizes a hockey team for entry in a Teachers' Association sponsored hockey tournament shall receive up to a maximum of \$500 for the entry fee. Receipts must be submitted to the Association. Funding will be once a year on a first come first serve basis.

### **G-3 ASSOCIATION GOLF TOURNAMENT**

Any member of the Association who organizes the Association golf tournament shall receive up to a maximum of \$500 for expenses. Receipts must be submitted to the Association. Funding will be once a year on a first come first serve basis.

### **G-4 ASSOCIATION SKIING EVENT**

Any member of the Association who organizes the Association skiing event shall receive up to a maximum of \$200 for expenses. Receipts must be submitted to the Association. Funding will be once a year on a first come first serve basis.

### **G-5 ASSOCIATION WELLNESS GRANTS**

Any member of the Association who organizes a member wellness event at their worksite shall be eligible to apply for a grant of up to a maximum of \$400 for expenses. A Committee to review applications will be struck from the general membership, chaired by the Social Chairperson, or designate. An application for funding must be submitted and approved prior to the event, and receipts must be submitted following the event. Funding will be once a year per worksite on a first come first serve basis.