



Louis Riel Teachers' Association

# Bylaws

Effective September, 2025

# **BYLAWS of The Louis Riel Teachers' Association of The Manitoba Teachers' Society**

## **Part 1 - Language**

1.1 The following shall be written in French and English:

- (a) Constitution, Bylaws, and Policies;
- (b) minutes of General Assembly Meetings and Council Meetings; and,
- (c) summative reports by Members of the Executive to General Assembly Meetings.

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

## **Part 2 – Objects**

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

- (a) to promote a professional and collegial spirit among its members; and
- (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.

## **Part 3 – Membership**

3.1 Members who are eligible to participate in Political Processes of the Local pursuant to article 4.4 of 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 article 4.4 of 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.

#### **Part 4 – Selection of Delegates**

##### **Manitoba Teachers' Society Provincial Council**

4.1 The Council shall select the Local's Delegates to the Manitoba Teachers' Society Provincial Council, in the following order:

(a) Members of the Executive;

(b) Members of Council;

(c) Members of Local Committees; and

(d) Other Members entitled to participate in the Political Processes of the Local who are willing to be Delegates.

4.2 Once Members of the Executive have indicated their intention to be a Local Delegate to Provincial Council, notice will be given to Council to select the

remainder of the Local's Delegates. At a Council Meeting, names of Council Representatives will be solicited. If more names than Delegate positions exist, the Council shall elect the Local Delegates.

- 4.3 If Local Delegate positions remain unfilled the President shall select first from Local Committees, then from Members entitled to participate in the Political Processes of the Local who are willing to be Delegates, in consultation with the Table Officers.

#### Manitoba Federation of Labour Tri-Annual Convention

- 4.4 The Council shall select the Local's Delegates to the Manitoba Federation of Labour (MFL) Convention, on years that it is held, in the following order:

- (a) Members of the Executive;
- (b) Members of Council;
- (c) Members of Local Committees; and
- (d) Other Members entitled to participate in the Political Processes of the Local who are willing to be Delegates.

- 4.5 Once Members of the Executive have indicated their intention to be a Local Delegate to the MFL Convention, notice will be given to Council to select the remainder of the Local's Delegates. At a Council Meeting, names of Council Representatives will be solicited. If more names than Delegate positions exist, the Council shall elect the Local Delegates.

- 4.6 If Local Delegate positions remain unfilled the President shall select first from Local Committees, then from Members entitled to participate in the Political Processes of the Local who are willing to be Delegates, in consultation with the Table Officers.

#### Manitoba Teachers' Society Provincial Bargaining Meetings

- 4.7 The Association will select delegates for Provincial Bargaining Regional Meetings according to the following protocol:
- (a) The Vice-President: Collective Bargaining shall be identified as the Local Bargaining Representative. In the event that the Vice-President: Collective Bargaining is elected as a member of the Provincial Bargaining Team, the President shall assume the role of Local Bargaining Representative.

- (b) The President, Vice-President: Collective Bargaining, and Vice-President: Professional Development will fill the first three positions at Provincial Bargaining Regional Meetings. If any of these Members are serving as members of the Provincial Bargaining Team, the vacant position shall be filled as in (c).
- (c) The Local Bargaining Representative shall fill the remaining positions by selecting members from the Collective Bargaining Committee.
  - a. If there are more interested members of the Collective Bargaining Committee than spaces available, an election will be held at a Council Meeting.
    - i. Each member of the Collective Bargaining Committee will provide a short, written submission of 200 words or less to Council members prior to the election.
    - ii. The election shall be overseen by the Resolutions and Nominations Chair unless this person is standing for election. In this circumstance, the election shall be overseen by the Vice-President: Collective Bargaining.
- (d) Any vacant positions shall be filled by appointment of the Executive, with consideration given to the following groups:
  - a. Members of the Executive
  - b. Members of Council
  - c. Association Members

4.8 The Association will select delegates for Provincial Bargaining Seminars according to the following protocol:

- (a) The President, Vice-President: Collective Bargaining, and Vice-President: Professional Development will fill the first three positions at Provincial Bargaining Regional Meetings. If any of these Members are serving on the Provincial Bargaining Team, the vacant position shall be filled as in (b).
- (b) The Local Bargaining Representative shall fill the remaining positions by selecting from the members who served as delegates to the Provincial Bargaining Regional Meetings.
- (c) Any vacant positions shall be filled by appointment of the Executive, with consideration being given to the following groups:
  - a. Remaining members who served as delegates to the Regional Meetings
  - b. Members of the Executive
  - c. Members of Council

- d. Association Members

## **Part 5 – General Assembly Meetings**

### **Annual General Assembly Meeting**

- 5.1. The General Assembly shall be composed of all Members of the Local.
- 5.2. An Annual General Assembly Meeting shall be held once per year between April 14th and April 29th.
- 5.3. General Assembly Meetings shall be called by:
  - (a) the authority of the President;
  - (b) the President as instructed by the Executive; or
  - (c) the President as instructed by the Council.
- 5.4. The agenda for the Annual General Assembly Meeting shall include:
  - (a) Executive elections;
  - (b) the approval of the Required Membership Fees of the Local;
  - (c) the approval of the annual budget of the Local for the following School Year;
  - (d) receipt of the summative reports written by all Members of the Executive;
  - (e) approving amendments to the Constitution, Bylaws, and Policies of the Local;  
and
  - (f) such other general and new business as determined by the Executive or Council.

### **Special General Assembly Meetings**

- 5.5. Subject to article 10 of the Constitution, a Special General Assembly 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 Executive Director of the Society; and
- (e) by the President or Executive upon the receipt of a written request, which written request states the reason for the meeting and is supported by at least fifty (50) signatures of Members entitled to participate in the Political Processes of the Local.

5.6. Subject to article 5.7 of these Bylaws, the Membership must receive a minimum of seven (7) Days' notice of a Special General Assembly Meeting, and a Meeting called pursuant to article 5.5(e) of these 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. The Executive Director of the Society shall be provided with an electronic copy of all written notices of Special General Assembly Meetings, as soon as possible.

5.7. A Special General Assembly Meeting may be called with less than seven (7) days' notice in urgent circumstances, in which case the Special General Assembly Meeting shall be scheduled with as much notice to the Membership and Executive Director as is reasonably possible.

5.8. The agenda for a Special General Assembly Meeting shall be limited to the business for which it was called.

#### Provisions Applicable to all General Assembly Meetings

5.9. The quorum for General Assembly Meetings shall be 110 Members entitled to participate in the Political Processes of the Local.

5.10. If quorum for a General Assembly Meeting is not met, the General Assembly Meeting may continue on an informational basis but no votes on business matters shall be conducted. The President has the discretion to schedule a Special General Assembly Meeting to conduct the required business, or the Executive or the Council may instruct the President to schedule a Special General Assembly Meeting to conduct the required business.

5.11. With the exception of article 11 of the Constitution and article 13 of the Constitution, which require a two-thirds (2/3) vote of Members entitled to participate in the Political Processes of the Local, business at a General Assembly Meeting shall be conducted by a majority vote of the Members present and entitled to vote pursuant to Part 1 of these Bylaws.

## **Part 6 – Ratification and Interest Arbitration Votes**

6.1. All processes related to ratification and interest arbitration are governed by the Provincial Bargaining Protocol of the Manitoba Teachers' Society.

## **Part 7 – Council**

### Council Representatives and Electoral Units

7.1 Council shall be composed of the Executive and the Council Representatives elected from each electoral unit.

7.2 An Alternate shall assume the duties of the Council Representative in the absence of that Council Representative.

7.3 Each worksite constitutes an electoral unit. The Indigenous Education Team and Substitute Teachers also constitute individual electoral units.

7.4 The number of Council Representatives from each worksite shall be determined according to the following table:

No. of Members	Representatives	Alternates
1 – 25	1	1
26 – 50	2	2
50+	3	3

7.5 Where a Member works out of more than one worksite, the Member shall only belong to one electoral unit. The Member shall be assigned to the worksite of the Member's choice.

7.6 One (1) Council Representative and one (1) Alternate shall be elected from the electoral unit of the Indigenous Education Team.



7.7 One (1) Council Representative and one (1) Alternate shall be elected from the electoral unit of Substitute Teachers.

7.8 Council Representatives and Alternates shall be elected on or before the third day of the Fall term by the Members of their respective worksites for a one (1) year term.

7.9 Council Representatives shall take office on the third Day of the Fall term.

7.10 Council Representatives shall:

- (a) attend Council Meetings and arrange for an Alternate if required;
- (b) inform the Members in their electoral unit of the business of the Local, and bring Members' concerns to the attention of Council;
- (c) encourage worksite representation on the Committees of the Local; and
- (d) assume responsibility for any surveys or other business as required by Council.

#### Regular Council Meetings

7.11 The Council shall meet at least once per month exclusive of July and August:

- (a) on the authority of the President; or
- (b) by the President as instructed by the Executive.

7.12 Members of the Council shall be given at least seven (7) Days' notice of Council Meetings.

#### Special Council Meetings

7.13 Special Council Meetings 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 request states the reason for the meeting and is supported by at least fifteen (15) signatures of Members of the Council.

7.14 Special Council Meetings 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.

7.17 If quorum for a Council Meeting is not met, the Council Meeting may continue, but no votes on business matters shall be conducted.

7.18 Each Member of the Council shall have one vote and business shall be decided by a majority vote of the Members of the Council present at the Council Meeting, with the exceptions of a motion to remove a Member from office on the Council and a motion to authorize expenditure from the Reserve Fund, 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 Members to attend and observe, other than any portions that the Council determines will be held in camera.

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 Society personnel or assets;
- (d) matters concerning information that a person has requested be provided to the Provincial Executive in private, such as a situation involving allegations of harassment or whistleblowing.

7.21 Local business concerning subject matter identified in article 7.19 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 Member of the Council believes that discussion of an item of business within an in-camera portion is not 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 Member of the Council;
- (b) the Member of the Council being unable to act; or
- (c) the removal from office of a Member of the Council, pursuant to article 10 of the Constitution of the Local.

7.24 A vacancy on the Council shall be filled:

- (a) by the Alternate from the electoral unit in which the vacancy has occurred; or
- (b) if the 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 Representative 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: Collective Bargaining;

- (c) Vice-President: Professional Development;
- (d) Secretary Treasurer;
- (e) Resolutions and Nominations Chairperson;
- (f) Committee Chairpersons of the Standing Committees;
  - a. Public Relations Chairperson
  - b. Social Chairperson
  - c. Employee Benefits Chairperson
  - d. Equity and Social Justice Chairperson
  - e. Éducatrices et Éducateurs Francophones du Manitoba Chairperson
  - f. Indigenous Education Chairperson
- (g) Three (3) Members-at-large; and
- (h) Representative of the Louis Riel Association of School Administrators (LRASA).

8.2 The duties of the Members of the Executive shall include the following:

- (a) All Members of the Executive shall:
  - (i) attend relevant seminars and events;
  - (ii) keep all appropriate files and records and pass them on to his/her successor;
  - (iii) write a summative report for the Annual General Assembly; and
  - (iv) undertake additional duties and responsibilities as required.
- (b) The President is the representative of the Local and shall:
  - (i) communicate on behalf of the Local;
  - (ii) call, prepare agendas and preside over Executive meetings, Council meetings, and General Assembly Meetings, or identify a designate to do so;
  - (iii) be an ex-officio member of all Standing Committees and *ad hoc* committees of the Local;
  - (iv) be a Table Officer;
  - (v) be a signing officer for the Local;
  - (vi) supervise staff hired by the Local;
  - (vii) ensure that an accurate record of attendance and proceedings of Executive meetings, Council meetings, and General Assembly Meetings be kept in accordance with the Policies of the Local;

- (viii) authorize the expenditures of the Local excluding those of the President;
  - (ix) be co-chair of the Divisional Workplace Safety and Health Committee; and
  - (x) perform such duties as the Executive, Council or Membership shall assign.
- (c) The Vice-Presidents shall:
  - (i) assume the duties of the President in the absence of the President, in accordance with the Policy of the Local;
  - (ii) be a Table Officer;
  - (iii) be a signing officer for the Local and authorize expenditures of the President; and
  - (iv) perform such duties as the President, Executive, Council or Membership shall assign.
- (d) The Vice-President: Collective Bargaining, in addition to the duties set out at article 8.2(c), shall establish and chair the Collective Bargaining Committee and perform such detailed duties at set out in the Policies of the Local.
- (e) The Vice-President: Professional Development, in addition to the duties set out at article 8.2(c), shall establish and chair the Professional Development Committee; be a member of the Collective Bargaining Committee; and perform such detailed duties at set out in the Policies of the Local.
- (f) The Secretary Treasurer shall:
  - (i) oversee the proper conduct of the financial affairs of the Local pursuant to the requirements of the Society;
  - (ii) keep an accurate record of all Local income and disbursements;
  - (iii) preserve the financial records of the Local, which records shall belong to the Local;
  - (iv) ensure that financial records are preserved for at least seven (7) years;
  - (v) present an externally audited financial statement of the preceding year at the November Council meeting;
  - (vi) consult with Committee Chairpersons and present a proposed budget at the Annual General Assembly Meeting;
  - (vii) provide a written budget report at each regular Council meeting;
  - (viii) be a Table Officer;
  - (ix) be a signing officer for the Local and the Reserve Fund;
  - (x) disburse funds on the basis of:
    - a. expense vouchers substantiated by receipts; or
    - b. motion of Council or General Assembly;

- (xi) prepare and preserve, or appoint a designate to cause to be prepared and preserved, an accurate record of the proceedings of all General Assembly Meetings, Executive Meetings, and Council Meetings including a record of decisions made during in camera portions of meetings;
- (xii) ensure that in camera minutes of meetings are taken and kept sealed;
- (xiii) make minutes of Membership meetings (other than in camera minutes) available to Members upon request;
- (xiv) produce minutes of meetings, including in camera minutes, and other records upon request to the Executive Director of the Society;
- (xv) preserve records of the Local, which records shall belong to the Local; and
- (xvi) perform such duties as the President, Executive, Council, or Membership shall assign.

(g) The Resolutions and Nominations Chairperson shall:

- (i) be the Nominations Committee Chairperson and Local Electoral Officer;
- (ii) be a Table Officer;
- (iii) be a signing officer for the Association and for the Reserve Fund;
- (iv) chair the Resolutions Committee; and,
- (v) perform such duties as the President, Executive, Council, or Membership shall assign.

(h) Committee Chairpersons shall:

- (i) ensure that the Committee carries out its aims and duties in accordance with the Constitution, Bylaws and Policies of the Society, the Constitution and Bylaws of the Local, and any additional duties or terms of reference assigned by the Council;
- (ii) keep minutes of Committee meetings and a record of the Committee's work;
- (iii) provide a proposed Committee budget;
- (iv) provide recommendations and reports to Council;
- (v) perform such detailed duties as set out in the Policies of the Local; and
- (vi) perform such duties as the President, Executive, Council, or Membership shall assign.

(i) The Public Relations Chairperson shall:

- (i) perform the duties as outlined in 8.2 (h);
- (ii) assist the Association when necessary in all areas of communications;
- (iii) edit and publish the Association newsletter; and,

- (iv) perform such duties as the President, Executive, Council, or Membership shall assign.
- (j) The Social Chairperson shall:
  - (i) perform the duties as outlined in 8.2 (h);
  - (ii) organize social functions of the Association; and,
  - (iii) perform such duties as the President, Executive, Council, or Membership shall assign.
- (k) The Employee Benefits Chairperson shall:
  - (i) perform the duties as outlined in 8.2 (h);
  - (ii) provide information to members on benefits plans;
  - (iii) monitor benefits plans for changes and improvements; and,
  - (iv) perform such duties as the President, Executive, Council, or Membership shall assign.
- (l) The Equity and Social Justice Chairperson shall:
  - (i) perform the duties as outlined in 8.2 (h);
  - (ii) monitor issues and concerns related to equity in education; and,
  - (iii) perform such duties as the President, Executive, Council, or Membership shall assign.
- (m) The Éducatrices et Éducateurs Francophones du Manitoba Chairperson shall:
  - (i) perform the duties as outlined in 8.2 (h);
  - (ii) attend provincial EFM regional, Immersion School Council, and annual meetings and share ideas and maintain communication between local EFM and provincial EFM;
  - (iii) advocate and promote French language services and issues; and,
  - (iv) perform such duties as the President, Executive, Council, or Membership shall assign.
- (n) The Indigenous Education Chairperson shall:
  - (i) perform the duties as outlined in 8.2 (h);
  - (ii) attend the Indigenous Education Chairperson Training as provided by the Society; and,
  - (iii) perform such duties as the President, Executive, Council, or Membership shall assign.
- (o) Members-at-large shall:
  - (i) chair ad hoc Committees as assigned by the Executive;
  - (ii) identify one of the members to sit as the Association representative on the Vic Wyatt House Board;

- (iii) provide assistance to other committees; and
- (iv) perform such duties as the President, Executive, Council, or Membership shall assign.

(p) Representative of the Louis Riel Association of School Administrators (LRASA) shall report monthly to the Executive and Council of the Local and the Louis Riel Association of School Administrators (LRASA).

- 8.3 Members of the Executive shall hold a one (1) year term of office beginning August 1 following the Annual General Assembly Meeting.
- 8.4 The Members shall determine the release time of the President and Vice Presidents of the Local and any other Members of the Executive, subject to the terms of the Collective Agreement and the Budget of the Local.
- 8.5 The Local shall second the President and Vice-Presidents from the Division and compensate the Division appropriately.
- 8.6 Subject to the approved Budget of the Local, the Local shall endeavor to provide compensation for release time to the Member, as though the Member of the Executive teaches or works for the equivalent of the release time, and no Member of the Executive shall suffer a reduction in salary that would be earned pursuant to the Collective Agreement as a result of occupying a position on the Executive with release time.

#### Vacancies

- 8.7 A vacancy on the Executive shall occur in any of the following circumstances:
  - (a) the resignation or retirement of a Member of the Executive; or
  - (b) the Member of the Executive being unable to act; or
  - (c) the removal from office of a Member of the Executive, pursuant to article 10 of the Constitution of the Local.
- 8.8 Unless the Council decides to call an election to fill a vacant position, the Council shall appoint a Member to fill the vacant position as soon as reasonably possible. In the event of a vacancy in the position of President, the Executive Director 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.

## **Part 9 - Executive Meetings**

### **Regular Executive Meetings**

9.1 The Executive shall meet by the authority of the President at least once per month, exclusive of July and August.

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:

(c) by the President of the Local; or

(d) by any Member of the Executive, if a request in writing is submitted to the President, which request states the reason for the meeting and is supported by at least three (3) of the Members of the Executive.

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.

9.7 If quorum for an Executive Meeting is not met, the Executive Meeting may continue, but no votes on business matters shall be conducted.

9.8 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 Members of the Executive present at the Executive Meeting. Proxy voting shall not be permitted.

9.9 Executive Meetings are open to Members to attend and observe, other than any portions that the Executive determines will be held in camera.

9.10 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;
- (d) matters concerning information that a person has requested be provided to the Provincial Executive in private, such as a situation involving allegations of harassment or whistle-blowing.

9.11 Local business concerning subject matter identified in article 9.10 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.

9.12 Where a Member of the Executive believes that discussion of an item of business within an in-camera portion is not 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.

## **Part 10 - Elections**

### **Local Electoral Officer**

10.1 The Resolutions and Nominations Chair shall be the Local Electoral Officer.

10.2 The Executive shall make a recommendation as to who should be appointed the Resolutions and Nominations Chair to the Membership for approval at the Annual General Assembly Meeting.

10.3 Members of the Executive seeking re-election shall not 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 Electoral Officer of the Society.

#### Executive Elections

10.4 Elections shall occur in conjunction with the Annual General Assembly Meeting to be held between April 14 and April 29.

10.5 The nomination and campaign period for the election of the Members of the Executive shall begin March 1 of the School Year.

10.6 The Nominations Committee shall consist of the Resolutions and Nominations Chair (the Local Electoral Officer) and two Members appointed by the Council.

10.7 The Nominations Committee is responsible for seeking nominations for Executive positions.

10.8 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. Nominees shall not begin campaigning until their nomination has been approved by the Nominations Committee.

10.9 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.

10.10 The Nominations Committee shall make a written report on nominations at the March Council meeting and shall distribute a written report on nominations two (2) weeks prior to the Annual General Assembly.

10.11 Further nominations shall be accepted from the floor at the Annual General Assembly Meeting. The person being nominated must be present to accept the nomination and the nomination must be supported by a mover and a seconder.

10.12 Following the opportunity to accept nominations from the floor, if there is only one candidate for an Executive position three calls for nominations shall be made. If there remains only one candidate that candidate is deemed the successful candidate by acclamation.

10.13 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.

10.14 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.

10.15 Where two or more candidates are nominated for a position, a secret ballot vote of the Members present at the Annual General Assembly Meeting shall be held to determine the successful candidate. The successful candidate wins by the majority vote.

10.16 Elections shall take place in the following order:

- (a) President
- (b) Vice-president: Collective Bargaining
- (c) Vice-president: Professional Development
- (d) Secretary Treasurer
- (e) Employee Benefits Chairperson
- (f) Equity and Social Justice Chairperson
- (g) Public Relations Chairperson
- (h) Éducatrices et Éducateurs Francophones du Manitoba Chairperson
- (i) Social Chairperson
- (j) Indigenous Education Chairperson
- (k) Members-at-large (3 positions)
- (l) Louis Riel Association of School Administrators' Representative

10.17 An unsuccessful candidate shall be provided the opportunity to let the candidate's name stand for subsequent positions.

10.18 Newly elected Members of the Executive shall take office beginning August 1 following the Annual General Assembly Meeting.

10.19 The Local Electoral Officer shall retain all ballots until the election results are confirmed by a duly recorded motion of the Members, and then shall introduce a motion to destroy the ballots.

10.20 The President shall provide the Executive Director of the Society a list of the Members of the Executive within ten (10) Days of their election.

## **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 Annual General Assembly Meeting.
- 11.2 Required Membership Fees shall be deducted by the Employer from the pay cheques 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 - Standing Committees**

12.1 The following are the Standing Committees of the Local:

- (a) Collective Bargaining Committee;
- (b) Professional Development Committee;
- (c) Employee Benefits Committee;
- (d) Resolutions and Nominations Committee;
- (e) Public Relations Committee;
- (f) Equity and Social Justice Committee;
- (g) *Educatrices et Educateurs Francophones du Manitoba* Committee;
- (h) Social Committee; and
- (i) Indigenous Education Committee.

12.2 The President of the Local shall be an ex-officio member of all Standing Committees and *ad hoc* committees of the Local. Every Standing Committee shall be chaired by the Member of the Executive that is the elected Committee Chairperson for that Committee.

12.3 A staff officer of the Society must be a member of the Local Table Team. The staff officer must be able to participate in all collective bargaining meetings of the Local.

12.4 The Local's worker members of any Workplace Safety and Health Committee(s) and/or the Worker Safety and Health Representatives required by *The Workplace Safety and Health Act* shall be appointed by the Council. The members shall include:

- (a) The President, who shall co-chair the Committee; and
- (b) One industrial arts/practical arts teacher;
- (c) One physical education teacher; and
- (d) One science teacher.

12.5 The Council shall establish terms of reference for any *ad hoc* committees, which include the responsibilities, composition, and term of the Committee, and shall appoint a Chairperson for the Committee.

### **Part 13 - Finances**

13.1 The Local shall retain a qualified external auditor to 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 three (3) 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 Secretary Treasurer shall present the proposed annual budget for the next Fiscal Year for approval at the Annual General Assembly Meeting. Approval of the proposed annual budget shall require a majority vote of the Members present at the Annual General Assembly Meeting. The budget must be distributed to the members a minimum of fourteen (14) Days prior to the Annual General Assembly Meeting.

13.4 The President, the Vice-Presidents, the Secretary Treasurer, and the Resolutions and Nominations Chairperson shall have signing authority for expending Local funds. The signatures of any one (1) of these persons shall authorize any expenditure, and signatures of two (2) of these persons shall appear on all the Local's payment remittance. No person shall be authorized to issue remittance payable to oneself.

### **Reserve Fund**

- 13.5 There shall be a Local fund known as the Reserve Fund, which shall consist of such monies as the Local may, from time to time, allocate to the fund.
- 13.6 At the beginning of the Fiscal Year, the minimum amount of the Reserve Fund shall be ten percent (10%) of the previous year's actual operating expenditures, exclusive of the Personal Professional Development Fund (PPDF).
- 13.7 The total amount of the Reserve Fund shall not exceed two-thirds (2/3) of the previous year's actual operating expenditures, exclusive of the Personal Professional Development Fund (PPDF). Surplus revenue beyond the ceiling limit shall revert to general revenue.
- 13.8 The Reserve Fund shall provide loans or grants to the Association for special projects and emergencies.
- 13.9 The signing officers for the Reserve Fund shall be the Secretary Treasurer and the Resolutions and Nominations Chairperson.
- 13.10 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.
- 13.11 A two-thirds (2/3) majority of Council members present and voting shall be required for authorizing expenditure from the Reserve Fund.
- 13.12 The money in the Reserve Fund shall be placed in insured accounts of investment which are non-speculative in nature.
- 13.13 All money and securities of the Reserve Fund shall be deposited in a financial institution approved by Council.
- 13.14 The signing officers for the Reserve Fund shall:
- (a) keep full and complete records of receipts, disbursements, and investments of the Reserve Fund; and,
  - (b) prepare financial reports on the Reserve Fund annually, or at such other times as Council may direct.

#### Personal Professional Development Fund

13.15 There shall be an Association fund known as the Personal Professional Development Fund (PPDF).

13.16 The fund is financially supported by the Louis Riel School Division in accordance with the Collective Agreement Article 9.00.

13.17 The fund shall be overseen by the Vice President, Professional Development and administered according to the PPDF Guidelines.

13.18 All funds for the PPDF shall be maintained in a separate account from funds available for operations of the Local.

#### LRTA Executive Professional Learning Fund

13.19 There shall be an Association fund known as the LRTA Executive Professional Learning Fund.

13.20 The fund shall provide funding for professional development activities related to Association business to the members of the Executive on an annual basis.

13.21 The fund shall be administered according to the Policy as set out in A-2.

### **Part 14 - Amendments to the Constitution or Bylaws of the Local, Policies**

#### Constitution and Bylaws Amendments

14.1 A Member of the Local may submit proposed amendments to the Constitution and 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 Annual General Assembly Meeting.

14.2 Notice of proposed amendments to the Constitution and Bylaws of the Local shall be sent to all Members at least seven (7) Days prior to the Annual General Assembly Meeting at which the amendments are to be voted on by the Membership.

#### Policy

14.3 Amendments to Policies of the Local shall be made by the Council.



- 14.4 Amendments 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. Policy amendments shall require a majority vote to pass.
- 14.5 All Policy amendments passed by Council are to be considered interim until final approval by the Membership at the Annual General Assembly.
- 14.6 Policies may be amended at any General Assembly Meeting. Notice need not be given.
- 14.7 In emergency circumstances where notice cannot be given, the Executive may pass interim Policies, subject to later Council approval.