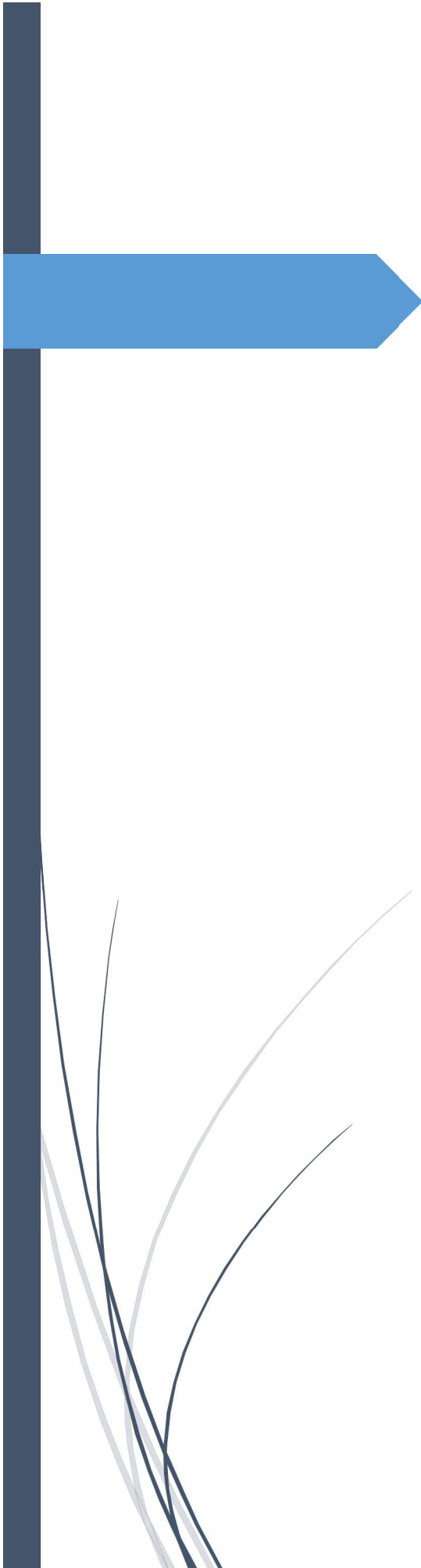




# Western Teachers' Association Practices and Procedures

Revisions approved June 20, 2023

## **1. The Executive of the Association**

The Executive of the Association shall consist of:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Collective Bargaining
- f. Employee Benefits
- g. Professional Development
- h. Public Relations
- i. Social and Teacher Wellness
- j. Equity and Social Justice
- k. Indigenous Education
- l. Workplace Safety and Health
- m. Education Finance
- n. New to Western
- o. Immediate Past-President

Powers and Duties of the Executive:

- To have general supervision of the affairs of the Association consistent with the policy of the Association.
- To carry out the instructions given to it by the general membership from time to time.
- To delegate any of its powers to any one or more of its members as it may deem practical or advisable from time to time.
- To approve or appoint members to standing and special committees.
- To approve for officers such time off from regular school duties beyond what is covered by the collective agreement as from time to time may be necessary for the conduct of business of the Association and to approve costs involved.
- To elect the Association's (delegates) alternates to the Provincial Council of The Manitoba Teachers' Society.
- To ensure that the Association is represented at such appropriate Manitoba Teachers' Society workshops and seminars as may be held.
- To prepare the agenda of business for all general meetings.
- To immediately appoint a replacement when a vacancy occurs.
- To ensure representation on outside bodies.

## **2. Officers Responsibilities**

The duties and powers of the officers of the Association shall be as follows:

### **President**

- a. To be the chairperson of the executive.
- b. To determine and/or approve the agenda, and to call and preside over all meetings of the members and the executive.
- c. To be responsible for giving notice of such meetings and for reserving facilities for such meetings.
- d. To circulate to executive members and post the minutes of all meetings within seven days following each meeting.
- e. To bring before the membership of the Association and/or the executive, official notices and communications.
- f. To make and send to The Manitoba Teachers' Society such statements and reports as may be necessary at any time.
- g. To report on activities since the last meeting.
- h. To be an ex-officio member of all committees.
- i. To authorize expenditures of the executive and others working on Association matters.
- j. To perform all duties as customarily devolve upon a president in addition to any other duties which may be assigned by the executive or by general meetings.
- k. To be the spokesperson for the Association on all matters.
- l. To organize an annual fall executive training workshop and to apply to MTS for an executive training grant to help cover the costs.
- m. To attend WSD Board Meetings or arrange for another member of the executive to attend.
- n. To schedule regular meetings with the WSD Senior Administration.
- o. To keep members up to date with regular emails.
- p. To visit each school at least one time each year.
- q. To share a summary of each executive meeting with members.
- r. To attend all Presidents' Council Meetings, South Central Presidents Regional Meetings, and MTS funded Provincial Executive Meetings.
- s. To serve as one of the official delegates to the Provincial Council of the Manitoba Teachers' Society.
- t. To serve as liaison between local members and MTS Staff Officers.
- u. To investigate grievances relating to the collective agreement, reporting details of same to the President and the General Secretary of The Manitoba Teachers' Society.
- v. To assist members of the Association who wish to take legal action on a dispute concerning the collective agreement.
- w. To actively recruit local members to sit on WESTTA executive and committees.

### **Vice-President**

- a. To assume the duties and responsibilities of the president in his/her absence or when requested to do so by the president.
- b. To review the WESTTA Practices and Procedures document annually, and to recommend needed amendments to the executive for action.
- c. To assume responsibility for any local resolutions going forward to MTS Provincial Council.

- d. To perform all other duties which may be assigned by the executive or by general meetings.
- e. To serve as one of the official delegates to the Provincial Council of The Manitoba Teachers' Society.

#### **Secretary**

- a. To keep or supervise the keeping of the minutes of all meetings of the members and of the executive.
- b. To record the first and last names of the members present at each meeting within the minutes.
- c. To keep a complete and organized file of all information concerning the Society and the Association.
- d. To perform all other duties which may be assigned by the executive or general meeting.
- e. To check over all cheque requisitions for the treasurer.

#### **Treasurer**

- a. To be the custodian of all funds of the Association and to keep such funds in a bank, trust account or credit union, as the executive may decide.
- b. To present at General Meetings of the Association, an updated budget report.
- c. To present an audited report to the executive as soon as it is completed.
- d. To prepare an annual budget.
- e. To co-sign with 3-5 Executive members with signing authority, all orders on the treasury of the Association.
- f. To refrain from making any disbursements that go over budgeted amounts without a majority vote at an executive meeting.
- g. To perform all other duties which may be assigned by the executive or general meeting.

#### **Immediate Past-President**

- a. To be the chairperson of the Nominating Committee and the Chief Returning Officer.
- b. To be the chairperson of the Education Finance Committee in absence of an Education Finance Chair.
- c. To perform, in addition, all duties which may be assigned by the executive or by general meetings.

### **3. Standing Committee Responsibilities**

#### **General:**

- 1. The president will be an ex-officio member of all standing committees.
- 2. All chairs are encouraged to attend regional and provincial MTS meetings and report back. If chairs or co-chairs are unable to attend an MTS sponsored event or meeting, they are to inform the president.

3. All standing committees are expected to give monthly reports at WESTTA executive meetings and annual reports at general membership meetings.

### **Collective Bargaining**

1. To study the salaries and working conditions and other matters pertaining to the collective agreement which may be brought to the attention of the committee by the executive, or by the membership.
2. To form a group of at least four members to prepare the opening package. From this group, a table team will be chosen.
3. To compile a set of proposals to be presented to the membership for approval.
4. To negotiate a collective agreement with the Western School Division.
5. To ensure that both parties honour the terms of the collective agreement.
6. To assist as necessary with investigating grievances relating to the collective agreement, reporting details of same to the president of the Association and the General Secretary of The Manitoba Teachers' Society.
7. To assist members of the Association who wish to take legal action on a dispute concerning the collective agreement.
8. To report to the membership and request authorization to:
  - a. apply for conciliation
  - b. proceed to arbitration
  - c. ratify the proposed collective agreement.

### **Education Finance Committee**

1. To study the financing of education and to report as directed by the executive of the Association.
2. To maintain contact with the Society in matters concerning education finance by attending the Education Finance seminar(s).
3. To monitor, assess, and make recommendations about decisions in the area of educational finance.
4. To gather information to present to local Executive or General Meetings, to inform local budget presentations to the Board.

### **Employee Benefits Committee**

1. To deal with such matters as pension, salary continuation, group insurance and medical insurance.
2. To make recommendations to the Collective Bargaining Committee regarding conditions of employment which are deemed necessary for negotiation in the collective agreement.
3. To assist members of the Association who wish information and/or advice concerning benefits, or changes therein.

### **Equity and Social Justice Committee**

## Western Teachers' Association Practices and Procedures (2020)

1. To develop awareness of social justice and equity issues in classroom materials, teacher attitudes, school policies and programs.
2. To educate and promote equitable and social justice causes in Western Teacher's Association and in Western School Division by providing information and resources.
3. To be aware of equitable language in all documents relating to Western Teacher's Association and to Western School Division.
4. To maintain a link to the provincial equity and social justice chairs and the Equity and Social Justice standing Committee.

### **Indigenous Education Committee**

1. To develop awareness and promote Indigenous Education in schools and classrooms, in policies and programs and in resources available to teachers in Western Teachers' Association and in Western School Division.

### **New to Western Committee**

1. To provide information pertaining to matters deemed necessary by the executive at WSD's new teacher orientation.
2. To organize and implement an information and support service for teachers new to the division.
3. To initiate a function in consultation with the Social Committee to welcome new members as well as encourage new members to attend WESTTA Social events.
4. To order and present new teacher certificates.

### **Professional Development Committee**

Refer to WSD AP 5-700 as well.

1. To co-operate with the Provincial Executive of the Manitoba Teachers' Society, with Manitoba Education, the Western School Division, and with other similar bodies to study and develop programs for professional development activities.
2. To take appropriate action to present the views of the Association in all phases of professional development.
3. To initiate professional development activities.
4. To assess the needs and interests of the teachers and principals.
5. To provide the organization to translate these needs into meaningful programs and activities.
6. To evaluate the programs and assure follow-up activities.
7. To work, in co-operation with the superintendent's office, in the planning and implementation of professional development programs for the division.

### **Public Relations Committee**

1. To conduct public relations activities as directed by the president, the executive, or by the membership.
2. To help maintain the Association's social media presence.
3. To publicize general meetings of the membership, under the direction of the president.
4. To promote goodwill between the Association and the general public.
5. To be responsible for the operation of the PR Budget:
  - a. To send a floral arrangement valued at \$50 as well as to donate \$500 of items or a monetary donation to a place of choice by the family in case of a death of an active WESTTA member.
  - b. To send an acknowledgement valued at \$50 from the WESTTA Executive in case of a death of a member's spouse.
  - c. To send an acknowledgement from the WESTTA Executive in case of a death of another immediate member of the family as outlined in our current collective agreement.
  - d. To present a gift of appreciation valued at \$50 each year to the WESTTA president at the Spring General Meeting.
  - e. To send a card on behalf of the WESTTA Executive in case of a member's absence for a long period of time due to illness. The chairperson(s) of the Public Relations Committee shall be notified of such cases by the principal, another teacher and/or courtesy/spirit committee member of the staff member.
  - f. To handle the bereavement in relation to divisional office staff each handled on a case by case basis.
  - g. To discuss gift options with a retiree from Western School Division valued at \$100. The chairperson will arrange for the gift to be presented at an end of year event, usually a staff party. \*WESTTA will also present the retiree with a small engraved piece (3.5"x1.25") stating years of service. The number years of service are the retiree's choice of just Western years or combined from other divisions or provinces.  
Engraving piece:        Name  
                                  # years of dedicated service  
                                  Date (Ex: June 20, 2019)  
                                  Western Teachers' Association
6. To publish at least two newsletters per school year.
7. To be responsible for the operation of the PR Budget.
8. To assume such other duties as the executive may assign.

### **Social and Teacher Wellness Committee**

1. To promote teacher wellness, unity, and build morale.
2. To plan, budget for and execute a minimum of three events throughout the school year. These events shall be inclusive, relevant, and serve our diverse community of needs.

### **Western School Division Liaison Committee**

Refer to WSD AP-5-551 *Guidelines for Liaison with Western Teachers' Association* and follow the guidelines prescribed under *Manitoba Labour Relations Act*.

### **Workplace Safety and Health Committee**

The Western School Division and the Western Teachers' Association, in compliance with the provisions of the Workplace Safety and Health Act, its regulations and its code of practice, have cooperatively agreed to form a joint committee known as The Western School Division Workplace Safety and Health Committee.

Refer to WSD AP-1-800 *Workplace Safety and Health*.

1. To participate on the WSD Committee promoting measures to protect the safety, health and welfare of staff and students.
2. To highlight important information pertaining to teachers in the monthly reports at Executive Meetings.
3. To be encouraged to co-chair the joint Committee as employee rep.
4. To receive, consider and dispose of concerns and complaints respecting the safety and health of the workers after workers follow protocol (speak to administration first, then if unsatisfied with the response, voice their concern to a WSH Committee member).
5. To co-operate with the division's safety and health officer who is exercising his/her duties under the Act.
6. To fulfill such other duties and access training as may be specified by the Workplace Safety and Health Act or its regulations.

### **1. Other Considerations**

#### **Absence from Executive Meetings**

Whenever any member of the executive is absent from more than two (2) consecutive regular executive meetings without reasons satisfactory to the executive, that person shall cease to be a member of the executive.

#### **Cell Phone & Internet**

The President will receive \$75 per month toward cell phone and home internet expenses.  
[Note: calculated from ½ of an average \$75 phone and ½ of an average \$75 internet package]

#### **Donations**

WESTTA will sponsor one public skating slot per year at \$150.00 until the price changes.



### **Executive Recognition**

The executive shall be recognized for their effort with a gift as determined by the President. The cost of Executive recognition shall be a budget item in the Association's annual operating budget.

### **Expenditure Limitations**

1. A maximum of \$200 will be spent for General Meeting refreshments.
2. An amount over \$500 for one social event needs prior approval by Executive.

### **MTS Provincial Council**

1. WESTTA will send one alternate delegate at its own expense.
2. The number of delegates sent will be determined by MTS and will be decided by Executive.

### **MTS Provincial Executive Elections**

A member running for Provincial Executive, President of the society or Vice-President of the society must be approved by the local executive. Each approved candidate will receive up to \$500 to be spent on posters, hospitality rooms, and/or donations in lieu of "swag."

### **MTS Sports Events**

1. WESTTA will fund up to \$650 toward hockey registration.
2. The entry fees for one team each for golf and curling will be covered. If more than four people want to enter, the fee will be divided equally among the players.
3. When hosting an MTS event, the revenue and expenses will be recorded in a similar fashion to other social events.

### **MTS Training Seminar Hotel Costs**

When a member of the Executive attends MTS training session, WESTTA will pay the portion of the hotel room cost not covered by MTS.

### **Reimbursements**

Executive members or designates are reimbursed for expenses, per diems, dependent care, and mileage incurred while conducting WESTTA business at the same levels and under the same parameters designated by MTS. Members will fill out a WESTTA Expense form, provide receipts, and follow the process set out by the Treasurer.

### **Scholarships**

Scholarships may be announced at the respective graduation ceremonies of each high school. Scholarships in the amount of \$800 will be awarded to two recipients at MCI and one recipient at MAEC.

### **Technology**

WESTTA provides the president, secretary, treasurer, collective bargaining chair, and workplace safety and health chair with a laptop. At the end of their respective terms, the laptop will be transferred to the incoming executive member holding the same or similar position.

### **Western Teachers' Association Social Media**

1. WESTTA Social Media and website are intended to help pass on information pertinent and relevant to Western Teachers' Association and/or the Manitoba Teachers' Society as well as promote the image of Western Teachers' Association in order to be more visible and accessible to Western Teachers' Association members.
2. Posts should be neutral and not reflect personal opinion. The Social Media pages are intended to provide our members with information and are not intended to be political or polarizing.
3. Maintain Confidentiality: Information about members will remain private. Social Media contacts will not be shared, and members and non-members will not be tagged or named in posts unless permission is given. WESTTA will not post confidential or proprietary information.
4. Maintain Privacy: WESTTA will not discuss events or situations involving named or pictured individuals on a social media site without their permission. As a guideline, do not post anything that you would not present in any public forum. Images or messages used on the Social Media pages or the WESTTA website should represent Teachers and the Association at the same professional standard as the Manitoba Teachers' Code of Conduct.