

**C O N S T I T U T I O N**

**O F T H E**

**S U B S T I T U T E T E A C H E R S ' G R O U P**

**O F**

**C A L G A R Y P U B L I C T E A C H E R S**  
**A L B E R T A T E A C H E R S ' A S S O C I A T I O N , L O C A L 3 8**

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# CONSTITUTION

## ARTICLE 1. NAME

This organization shall be known as the Substitute Teachers' Group, hereinafter referred to as the "Group", as provided for within the Constitution of Calgary Public Teachers, Alberta Teachers' Association Local 38, hereinafter referred to as the "Local".

## ARTICLE 2. OBJECTIVES

The function of the Substitute Teachers Group Directorate (hereinafter referred to as the "Directorate") shall be to:

- 2.1 advance the professional skills and knowledge that are unique to substitute teaching,
- 2.2 coordinate events specifically for substitute teachers including an annual orientation, Teachers' Convention events and the Annual General Meeting for Substitute Teachers,
- 2.3 serve the interests of Substitute Teachers,
- 2.4 contribute to a Focus Group for Substitute Teachers' interests to the Local 38 Negotiating Sub-Committee,
- 2.5 provide representation for Substitute Teachers at Council of School Representatives meetings.

## ARTICLE 3. MEMBERSHIP

All teachers whose names appear on the substitute teachers' roster, as compiled by the Calgary Board of Education during the current school year, shall be members of the Group.

## ARTICLE 4. OFFICERS

4.1 The Officers of the Directorate shall consist of the:

- 4.1.1 Chair (Local 38 Substitute Teacher Member Representative serves as the STG Directorate Chair),
- 4.1.2 Past Chair,
- 4.1.3 Secretary and
- 4.1.4 Treasurer.

4.2 Duties

4.2.1 Chair

- 4.2.1.1 ensure efficient and effective operation of the Group,
- 4.2.1.2 serve as chair of meetings,
- 4.2.1.3 act as chief spokesperson for the Directorate,
- 4.2.1.4 prepare agenda for meetings in cooperation with the Secretary,

- 4.2.1.5 monitor the work of ad hoc committees,
- 4.2.1.6 delegate responsibility where appropriate and
- 4.2.1.7 serves as the Substitute Teacher Member Representative on the Local 38 Executive Committee.

#### 4.2.2 Past Chair

- 4.2.2.1 assist the Chair and the Directorate in an advisory capacity and
- 4.2.2.2 attend regular CSR meetings as a member.

#### 4.2.3 Secretary

- 4.2.3.1 record minutes of the Directorate and General Meetings,
- 4.2.3.2 ensure the production and distribution of notices of meetings, agenda, minutes of meetings and information to members, when necessary,
- 4.2.3.3 ensure that correspondence is brought to the Directorate for action as appropriate and
- 4.2.3.4 ensure proper maintenance of the files and records of the Directorate, as well as committee or sub-committee meetings and maintain them in written form.

#### 4.2.4 Treasurer

- 4.2.4.1 prepare and submit a budget to the Local 38 Finance Committee prior to December 31 of each school year,
- 4.2.4.2 maintain a record of income and expenditures of the Directorate and report to Directorate meetings,
- 4.2.4.3 pay expenses properly incurred on behalf of the Directorate
- 4.2.4.4 receive monies on behalf of the Directorate and
- 4.2.4.5 attend regular CSR meetings as a member.

#### 4.3 Term of Office

- 4.3.1 The election of the Officers, with the exception of the Chair whose position is governed by the Local 38 Constitution, shall take place during the Annual General Meeting of the Group in even numbered years and
- 4.3.2 the term of office for Officers shall be two years.

#### 4.4 Meetings of Officers

- 4.4.1 the Chairperson may call for a meeting of the Officers of the Directorate, the business conducted at such meetings being subject to ratification at the next meeting of the Directorate,
- 4.4.2 for a meeting of Officers, quorum shall consist of two (2) members.

## **ARTICLE 5. DIRECTORATE MEMBERS AND DUTIES**

- 5.1 The voting Members of the Directorate shall consist of:
  - 5.1.1 the Officers listed in Article 4,
  - 5.1.2 six members at large; four of whom shall also serve as members of CSR, the other two will serve as members of the Directorate and the STG Professional Development Group and
  - 5.1.3 the Substitute Teacher representative on the Teacher Welfare Committee of Local 38.
  
- 5.2 The non-voting members of the Directorate shall be:
  - 5.2.1 an Executive Staff Officer of Local 38, assigned to the Directorate at the direction of the Local 38 President or designate,
  - 5.2.2 a Media Team representative from the Local 38 Communications Committee, and
  - 5.2.3 the President of Local 38.
  
- 5.3 Directorate Member Duties:
  - 5.3.1 schedule, plan and host an annual Fall Orientation for Substitute Teachers,
  - 5.3.2 schedule, plan and host an Annual General Meeting for Substitute Teachers,
  - 5.3.3 schedule, plan and host an event during Teachers' Convention for Substitute Teachers, as appropriate, to be determined by the Chair,
  - 5.3.4 STG Chair (or designate) will prepare and submit to the CSR monthly reports, and annually a written report, in accordance with the Constitution of the Local Association,
  - 5.3.5 contribute towards achieving the strategic goals and preferred futures of the Local as determined by the Executive,
  - 5.3.6 generally manage and oversee the affairs of the Group, while striving at all times to encourage participation by all members in the activities of the Group, and
  - 5.3.7 maintain representation for the Group within the CSR in accordance with the provisions of the Constitution of the Local Association, and select delegates or representatives from the Group in cases where the Group is entitled to have representation.
  
- 5.4 STG Professional Development Group Members Duties:
  - 5.4.1 Membership of the STG PD Group shall consist of the Chair, Secretary, Treasurer and two Professional Development Representatives.
  - 5.4.2 The STG PD Group shall:
    - 5.4.2.1 attend all meetings of the Directorate
    - 5.4.2.2 meet a minimum of three additional times a year, as STG PD Group only, to plan all STG PD events,
    - 5.4.2.3 plan, schedule and host at least three (3) professional development sessions for substitute teachers each year,
    - 5.4.2.4 assist the Directorate in planning, scheduling, and hosting an event during Teachers' Convention, at the determination of the Chair, and
    - 5.4.2.4 serve the interests of the members of the Group.

- 5.5 Members at Large elected as Substitute Representatives to CSR shall:
  - 5.5.1 fulfill the duties and responsibilities as provided for in the Constitution of the Local,
  - 5.5.2 report to Directorate Meetings on the deliberations of the CSR regarding issues impacting substitute teachers,
  - 5.5.3 ensure that an alternate attends any meeting of the CSR that the representative is unable to attend,
  - 5.5.4 perform other duties as approved by the Directorate.
- 5.6 A Vice-Chair shall be elected annually by and from within the Directorate at the first meeting of the school year. The term of office for the Vice-chair shall be from September 1 – June 30.
  - 5.6.1 The Vice-Chair shall assume the responsibilities of the Chair in the event that the Chair is unable to do so, until such time as the Chair is prepared to resume their responsibilities, or, in the event of a resignation, a new Chair is elected.

**ARTICLE 6. MEETINGS**

- 6.1 The Directorate shall establish a fixed schedule of meetings for all Directorate members. In addition to reports, the business for these meetings will be structured to support the annual work of the Directorate through:
  - 6.1.1 a Fall planning meeting for Substitute Teacher Orientation,
  - 6.1.2 a Winter planning meeting to review Orientation and plan for an event during Teachers’ Convention,
  - 6.1.3 a Spring planning meeting to review Convention and Plan for Annual General Meeting, and
  - 6.1.4 a final June meeting to review Annual General Meeting and begin planning for Fall Orientation.
- 6.2 The Directorate shall meet four times per year.
- 6.3 Quorum at Directorate meetings shall be six members.
- 6.4 The STG Professional Development Group shall:
  - 6.4.1 meet a minimum of three times a year individually to plan all STG PD events,
  - 6.4.2 shall consist of the Chair, Secretary, Treasurer and two Member at Large PD representatives
  - 6.4.3 quorum at STG PD Group meetings shall be three members
- 6.5 The Chair may call for a special meeting of the Directorate provided that there is a minimum of three days’ notice.
- 6.6 There shall be an Annual General Meeting of the Group on a date to be determined by the Directorate.
- 6.7 Additional General Meetings of the membership may be called at the discretion of the Directorate, with the support of the Local 38 President.

- 6.8 All members of the Group shall be entitled to attend and participate in General Meetings of the Group.
- 6.9 At least ten (10) school days' notice of any General Meeting shall be given.
- 6.10 Questions brought before any meeting shall be decided by a simple majority of those present and voting, except as specified otherwise in Article 11.3.
- 6.11 The proceedings of all meetings of the Group and the Directorate shall be regulated by the Official Rules of Order and Procedures for the Alberta Teachers' Association, as published in The Alberta Teachers' Association Members' Handbook.

## **ARTICLE 7. SUB-COMMITTEES**

- 7.1 The Directorate may:
  - 7.1.1 establish sub-committees for specific tasks,
  - 7.1.2 determine the size and membership of these sub-committees.
- 7.2 Subject to Local policy and the Local 38 Constitution, any sub-committees established shall:
  - 7.2.1 report to the Directorate who shall determine what action will be undertaken,
  - 7.2.2 operate within the budget constraints of the Directorate.

## **ARTICLE 8. ELECTION OF THE DIRECTORATE**

- 8.1 The election of the Directorate shall take place during the Annual General Meeting of the Group:
  - 8.1.1 in even numbered years for Officers, with the exception of the Chair,
  - 8.1.2 annually for Members at Large, and
  - 8.1.3 according to the terms of the Constitution of the Local Association for the Chair/Substitute Teacher Member Representative.
- 8.2 With respect to General Meetings, a quorum shall consist of twenty-five (25) members, or five (5%) percent of the members listed on the most recent substitute teachers' roster, whichever is the least.
- 8.3 Any member of the Group, and only members of the Group, shall be entitled to stand for election to the Directorate.
- 8.4 Members at large must declare whether they are seeking one of the Member at Large positions for a CSR Representative position, or if they are seeking an STG Professional Development position.
- 8.5 The Directorate shall call for nominations for election to the Directorate a minimum of 30 days in advance of the Annual General Meeting.
- 8.6 If there has been an insufficient number of nominations to fill positions described in 5.1.2 by 4:30pm the day immediately prior to the Annual General Meeting (AGM), then names that were received under clause 8.4 will be declared acclaimed and announced at the Annual General Meeting.

- 8.7 If positions have not been filled, then nominations will be accepted at the meeting and an election may be held to fill the position(s).
- 8.8 Members may be nominated by other members of the Group, where consent has been obtained from the nominee, or members may become candidates by submitting their own names.
- 8.9 Notwithstanding clause 8.4 and 8.5, if no nominations have been received for a position by 4:30pm the day immediately prior to the Annual General Meeting, no new nominations will be accepted until they are called for during the meeting.
- 8.10 Except where acclaimed to the position, all candidates for election shall be provided with a maximum of three minutes to speak to their candidacy.
- 8.11 Voting shall be conducted by secret ballot.
- 8.12 Separate ballots shall be used to elect each of the Officers in turn and election shall be decided on the basis of a simple majority of those present and voting in each case. In the case of a tie vote, there shall be an immediate recount. In the event the recount also results in a tie vote, and all appeals have been decided, a second election shall be held.
- 8.13 One ballot shall be used for election of STG Professional Development Group Member. A second ballot shall be used for members serving ~~on~~ as Directorate CSR Members. Members shall mark these ballots for any number up to, and including, the maximum number of persons to be elected in each case.
- 8.14 Each candidate for election may appoint a member of the Group to act as scrutineer and agent during the election process.
- 8.15 The Local 38 Executive Staff Officer shall serve as the Chief Electoral Officer and shall conduct the election.
- 8.16 All members elected to the Directorate shall assume office on July 01 and the term of office for Members at Large positions shall be for one year.
- 8.17 The outgoing Chair, if available, shall assume the office of Past Chair.
- 8.18 In the event that the outgoing Chair is not willing or not available to fill the office of Past Chair it shall remain vacant for the balance of the term. In this event, the duties of the Past Chair shall be assumed by another member of the Directorate, to be elected from and within the Directorate at their first meeting of the year.
- 8.19 Directorate positions not filled at the Annual General Meeting shall be dealt with as vacancies, except in the case of the Past Chair.

## **ARTICLE 9. ABSENCES AND VACANCIES**

- 9.1 Should a member miss three meetings within one school year without reasonable cause a motion to declare the position open for election shall be placed on the agenda of the meeting following the third absence.
- 9.2 When a member of the Directorate obtains a teaching contract of longer than six

consecutive months in duration, that position shall be declared vacant and filled as outlined below.

- 9.3 Should the Chair's position become vacant, through resignation or termination, they may not assume or be appointed to the position of Past Chairperson during that term.
- 9.4 Should a vacancy occur in one of the positions of Officer (excluding Chair) then a by-election to fill the vacancy shall be held at the next general meeting of the group.
  - 9.4.1 Conditions for a by-election
    - 9.4.1.1 nominations shall be called within seven days of the position being declared vacant by the Directorate
    - 9.4.1.2 the date set for the close of nominations shall be not less than 10 school days after the call has been sent to members of the group
    - 9.4.1.3 the date set for the by-election shall be at least 10 school days following the close of nominations
    - 9.4.1.4 the conducting of the by-election shall be conducted as per Article 8 of this constitution
- 9.5 Should a vacancy occur in one of the positions of Member at Large, that vacancy shall be filled by appointment of the Directorate. Such appointee shall serve for the remainder of that school year.

## **ARTICLE 10. FISCAL YEAR**

The fiscal year of the Group shall correspond with the fiscal year of the Local.

## **ARTICLE 11. AMENDMENTS TO THE CONSTITUTION**

- 11.1 Amendments may be proposed at any General Meeting of the Group.
- 11.2 Notice of motion to affect such an amendment shall be given to the previous meeting, and such notice shall be explicit in terms of the amendment to be moved.
- 11.3 Amendments shall require the approval of at least two-thirds (2/3) of the members present and voting at the meeting.
- 11.4 Amendments shall be forwarded to the Executive Committee of the Local Association for approval and shall not take effect until such ratification has been received.