



January 2016

# Policy Handbook

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ATA Evergreen Local Educational Scholarship Guidelines

Frames of Reference for Economic Policy Committee, Professional Growth Committee, Teacher Liaison Committee, Teacher Efficacy Committee, D.E.H.R. Committee.

Note: This Policy Handbook has been reviewed at the request of the Local Council as of June 2015  
Policy 001

Local Association Policy

Clearly stated policy will help all members of the Local more clearly understand the workings of the Local. Such policy will be developed by the Executive Committee and approved at a General Meeting.

Amendments to Local Policy:

Suggestions for amendments to Local policy must be presented in writing at a meeting.

Approved Policy amendments take effect immediately.

Passed: 1983

Reviewed: November 1987, June 1994, May 1996, June 2003, March 2011, June 2012, June 2013, January 2015

Policy 002

Local Council Meetings

The affairs of the Evergreen Local No. 11 shall be administered by Council as established in Article 9 of the constitution.

Rules of procedure for Local Council meetings:

The Local Council shall follow the rules of procedures as published in the ATA Member's Handbook.

Members of the Local Association who are not Local Council members may speak at Local Council meetings with the approval of the chair. They may not present motions or vote.

Invited guests may be requested to speak on a topic.

Specific rules of procedure for Local Council meetings:

Start on time – a scheduled time must be set for each meeting.

End at a scheduled adjournment time – table items not covered to the next meeting (may need to prioritize the agenda).

Reports are to be in written form and available to everyone prior to the meeting. Reports should be paraphrased or expanded upon at the meeting. Questions may be asked for further clarification.

Action items and motions can be included through reports.

A motion must be on the floor prior to discussion of that motion.

Members should only speak once to a motion unless answering questions.

Questions must be directed through the Chair.

The Chair must not enter into debate, but may provide information if asked.

If the Chair wishes to debate, another Chair must take over.

Provisions should be made for alternate Chairs for meetings if required.

When possible, motions should be in written form, and provided prior to the meeting.

Motions of an emergent nature may be made at the meeting.

There must be a time limit for debate on any motion.

For 3V meetings there must be a vice chair at each site to provide an attendance list, count and report votes, identify speakers, and maintain order (mute button).

A parliamentarian will ensure that Roberts Rules of Order, and meeting procedures are being followed.

Passed: 1983

Reviewed: Nov. 1987, June 1994, May 1996, June 2003, March 2011, June 2012, June 2013  
Policy 003

### Conduct of Elections

Elections shall be conducted in a fair and consistent manner.

The Past President or appointee shall serve as Returning Officer for the conduct of elections and counting and security of ballots within the Local.

The President, Vice-president, Secretary, Local Communications Officer, Professional Growth Chair, ARA Representatives, Convention Representatives, Political Engagement Officer, Diversity, Equity and Human Rights Committee Chair, Economic Policy Committee and Substitute Teachers Chair shall be elected by a majority of votes at Local Association General Meeting, or the Local Council shall ratify their appointment or previous election.

Elections shall be conducted by secret ballot if any member so requests. If a secret ballot is not requested, elections shall be conducted by a show of hands.

If there are not other nominations from the floor, the Vice-President shall become President for the following year. If the Vice-President declines the position or there are no other nominations, this subsection shall become inoperative.

Where more than one person is to be elected to an office (i.e. Convention Representatives, etc.) all nominations shall be made and a vote conducted. The candidates receiving the greatest number of

votes shall be declared elected. Each member shall have the right to an equal number of votes to the number of positions to be filled.

Nominations of candidates shall state the candidate's name, the school in which he/she teaches, his/her prior experience in ATA affairs, and such other information as the member nominating shall deem appropriate.

7. The Treasurer position shall be a term of two years, elected in odd numbered years.

Passed: 1983

Reviewed: Nov. 1987, June 1994, May 1996, June 2003, March 2011, June 2012, June 2013, January 2015

Policy 004

#### Attendance

Effective work in any organization depends upon interest and attendance of participating members of the organization. Elected representatives have an ethical responsibility to represent, by their presence at meetings, the group that has elected them.

All members of all committees of the ATA will advise, where practical, the chairman of the affected group in the event of an absence.

Any member of a Local Council Committee may be granted an extended leave of absence at the discretion of the group affected by the absence.

Any committee member or other representative who is absent on three meeting dates, or from three events which should have been attended, will be interviewed by two executive officers of the local Council, who will prepare a report to be submitted to the Local council.

The Local Council upon reviewing the recommendation of the report has the right to request the resignation of any committee member.

Passed: 2015  
Reviewed: Nov. 1987, June 1994, May 1996, June 2003, March 2011, June 2012, June 2013,  
June 2015

## Policy 005

### Committee Frames of reference

Standing committees such as Economic Policy Committee, Professional Growth Committee, Teacher Efficacy Committee, D.E.H.R. and Teacher Board Advisory Committee shall operate within frames of reference, which must be approved by the Local Council.

Frames of Reference are attached as appendices to this document.

Passed: 2012

Reviewed: March 2011, June 2012, June 2013, and January 2015

#### Policy 006

##### Area Collegial Activity Grants

Area collegial activity grants are on a one time per year basis.

Grants are determined at the rate of per member participating in the activity.

Grant rate is set at \$10.00 per member participating

Grants require prior approval of local council.

New April 2006

Reviewed: March 2011, June 2012, June 2013, and January 2015

Policy 007

Supplementary Levy

A supplementary levy may from time to time be set by the Local Council and ratified at a General Meeting.

Reviewed: June 1994, May 1996, June 2003, March 2011

## Policy 008

### Waiver of Notice

If the President judges waiver of notice to be in the best interest of the membership, the president shall instruct the staff representative of each school to conduct a secret ballot of all members concerning waiver of notice.

Instruction to conduct such a vote school by school and the result thereof may be passed by telephone or electronically, but must be confirmed in writing.

Waiver of notice must also be passed by a motion at the meeting.

Passed: 1983

Reviewed: November 1987, June 1994, May 1996, June 2003, March 2011, June 2012

## Policy 009

### General Meetings

The Local Council shall hold a general meeting of its membership each school year.

### General Meeting



An audited statement and report of the previous year's expenses will be presented for examination.  
A budget for the following year's operations of the Local Association shall be presented.  
Election of officers for the following year shall be conducted.  
Committee reports shall be available in written or oral format.  
Any other business as required shall be conducted.

Passed: 1983

Reviewed: November 1987, June 1994, May 1996, June 2003, March 2011, June 2012, June 2013

## Policy 010

### Expense Payments

The Local Association shall reimburse members acting on its behalf for all necessary out-of-pocket expenses at a rate equal to that of the Provincial Executive Committee for mileage. The rate in September will be used for the remainder of the year. Meals will be expensed at maximum rate of \$15.00 for breakfast, \$20.00 for lunch and \$30.00 for supper.

For attendance at meetings of the Local council, standing committees, and ad hoc committees, meals as appropriate shall be supplied at the expense of the Local Association.

A maximum daily per diem rate of \$25.00 is provided to each member on association business. Per Diems shall be payable when absent from primary residence for a minimum of 12 hours. Additional per diems are earned for each additional 24-hour period.

An additional room allowance of \$150.00 (not including room taxes and fees) shall be paid where circumstances dictate the necessity of an overnight stopover. In the event that a meeting is held at a hotel, members may stay at that hotel and be reimbursed completely for their accommodation.

A \$50.00 claim may be made without receipts when a member chooses not to stay at a hotel but is required to be away from their primary residence overnight.

A comprehensive allowance for local representatives at the Annual Representative Assembly shall be paid in advance on such occasions.

Members are encouraged whenever possible to share transportation and thus reduce the overall expense to the Local Association.

Members working on committees, attending the Annual General Meeting, or Provincial activities at the request of the local may be reimbursed necessary child care expenses with prior approval of local council.

Members attending Summer Conference will be provided reimbursement from the local President or appointee in the form of a cheque on the first day of the summer conference. To cover hotel, mileage, park pass, food and other travel expenses incurred, delegates will be reimbursed at a flat rate as calculated by the local council.

Passed: 2015

Reviewed: May 1997, June 1994, May 1996, June 2003, March 2011, June 2012, June 2013, January 2014, January 2015

Policy 011

Honoraria

In recognition of commitment and time to Evergreen Local business, Local Council members who have attended the required number of meetings as stated under Policy 004 in one operating year will receive the following honoraria, or equivalent amount of Professional Growth assistance.

Local Council members who have been in attendance of at least 2/3 of local council meetings in one operating year will receive the following honoraria, or equivalent amount of Professional Growth assistance.

All Local Council members shall be paid an honorarium of at least \$200.00 per year.

President shall receive an honorarium of \$2500.00 per year.

3. Vice-President, Secretary, Treasurer and LCO will receive an honorarium of \$800.00 per year.
4. Past President and Chairs of committees will receive an honorarium of \$400.00 per year.

5. School reps shall receive an honorarium of \$200.00 per year.
6. Professional Development Treasurer shall be paid an honorarium of \$600.00 per year.
7. Local Council members are only entitled to an honorarium for a maximum of two positions.
8. All remuneration shall be paid to Local Council members based on a school year, and shall be prorated according to that portion of the school year during which the member has served on the Local.
8. Honorarium forms will be distributed at the May CSR meeting and must be submitted to the treasurer within two weeks of that CSR meeting date. Honorarium to be paid in June of that year.
9. The cost of employment insurance adjustments for honoraria received in cash will be paid for by the local.
10. The Chair of the Negotiating Subcommittee, in a negotiating year, will receive an honorarium of \$400.00.

Passed: 2015

Reviewed: June 1994, May 1996, June 2003, March 2011, June 2012, June 2013, January 2014, January 2015, January 2016

Policy 012

#### Release Time

The following Local Council positions will be entitled to a total of 15 days release time to be used at the president's discretion for the purpose of conducting the business of the Local.

President

Vice-President, Secretary and Treasurer, LCO

Executive Committee members

Passed: 2013

Reviewed: June 2003, March 2011, June 2012, June 2013, January 2016

### Policy 013

#### Scholarships and Donations

Evergreen Local has set aside funds to promote and support the following:

Evergreen Teachers' Education Scholarship Fund \$2500 to be awarded annually. See application form in Appendix.

ATA Education Trust Fund. A cheque representing a payment of \$500.00 by the Evergreen Local to be donated at the Annual Representative Assembly.

#### Selection Criteria:

Must be a graduate of a Grande Yellowhead School

1. First Priority will be for students entering First Year University Program leading towards an Education Degree.

If all scholarships are not awarded to students entering Education Programs, remaining scholarships will be awarded to students entering other Post-Secondary Programs of Study

The quality of the essay will be given serious consideration to determine the recipient of the scholarship.

Priority will be given to students entering directly out of high school. Students that have not gone directly into high school will also be considered.

1. Priority will be given to children or grandchildren of Members of the Evergreen Local of the ATA. A member's service to their association will be considered.

1. If all funds have not been awarded in a given year, repeat applicants will be considered.
2. Additional information might be requested by the scholarship committee

Passed: 2015

Reviewed: June 2003, March 2011, June 2012, June 2013, and January 2015, June 2015

Policy 014

Retiring Teachers

In recognition of retiring teachers who have been members of Evergreen Local No. 11, all retirees will be invited to the Annual Induction and Retiree Dinner.

All retirees will be recognized with a certificate at the Local's Induction and Retiree dinner at the beginning of bridging or at retirement.

Passed: 2014

Reviewed: June 2003, March 2011, June 2012, January 2014



Alberta Teachers' Association  
Evergreen Local No. 11  
Scholarship Application Form

The Evergreen Local No. 11 wishes to encourage further education. As such, the Local offers up to five scholarships annually to be awarded to students having graduated from Grande Yellowhead Public School Division #77 high schools.

Scholarships are available in the amount of \$500 each. A maximum of 5 scholarships may be awarded.

Deadline for application: The Third Friday in October

Applications must be sent via email to the Evergreen Local President

There will be a total of five \$500.00 scholarships (\$2500.00) awarded each year. An attempt will be made to ensure scholarships are awarded in each of the five zones (Lobstick, Edson, Hinton, Grande Cache and Jasper) of the Local, with adherence to the priorities listed below.

Selection Criteria:

Must be a graduate of a Grande Yellowhead School

First Priority will be for students entering First Year University Program leading towards an Education Degree.

If all scholarships are not awarded to students entering Education Programs, remaining scholarships will be awarded to students entering other Post-Secondary Programs of Study

The quality of the essay will be given serious consideration to determine the recipient of the scholarship.

Priority will be given to students entering directly out of high school. Students that have not gone directly into high school will also be considered.

Priority will be given to children or grandchildren of Members of the Evergreen Local of the ATA. A member's service to their association will be considered.

If all funds have not been awarded in a given year, repeat applicants will be considered.

Additional information might be requested by the scholarship committee

Application Deadline: Third Friday of October



**Alberta Teachers' Association  
Evergreen Local No. 11  
Education Scholarship Application  
2015-2016**

Name \_\_\_\_\_

School Graduated from (GYPSD) \_\_\_\_\_

**Current contact information**

Address \_\_\_\_\_  
\_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

**Permanent contact information**

Address \_\_\_\_\_  
\_\_\_\_\_

Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

**Post-secondary Institution**

Institution \_\_\_\_\_ Program \_\_\_\_\_

**The completed application will include the following:**

A one-page essay clearly explaining why you have chosen to study in this field.

Proof of registration in your program of study. Acceptable proof of registration is registration confirmation.

**The application deadline is the third Friday in October**

**Applications should be sent to:**

Kelly Smith

President Evergreen Local No.11

126 Lupin Way

Hinton, Alberta T7V 0B2

kelly.smith06@me.com