



**PROFESSIONAL
ASSOCIATIONS
PROFESSIONNELLES**

2012–2013

N S T U

PROFESSIONAL
ASSOCIATIONS
HANDBOOK

www.nstu.ca

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CHAPTER I

Overview

1. **SOURCE – NSTU POLICY #12** (Authority – NSTU Annual Council)
 - (a) **Mandate**

Professional Associations provide the opportunity for teacher-initiated professional development. Associations assume major responsibility for encouraging and assisting in professional development activities in their respective fields.
 - (b) **Objectives of associations are:**
 - (i) To improve professional practice by increasing members' knowledge and understanding;
 - (ii) To disseminate ideas, trends and new developments;
 - (iii) To advocate interests of Professional Associations, consistent with NSTU policy and practice;
 - (iv) To furnish recommendations and advise the Provincial Executive and NSTU committees on matters special to the Professional Association.
 - (c) **Membership**
 - (i) Open to all active (active reserve) NSTU members.
 - (ii) Voluntary.
 - (iii) Fee paying as established at the Annual General Meeting.
 - (d) **Communication**

Representations by Professional Associations external to NSTU are made only with the prior approval of the NSTU President.
 - (e) **Finances**

Financial grants are budgeted each year for Professional Associations.
 - (f) **October Conference Booklets**

Each NSTU member shall receive a print copy of the Provincial Professional Development Day Program Offerings Booklet.

2. **SOURCE – NSTU STANDING ORDER #3** (Authority – NSTU Annual Council)
 - (a) The NSTU shall organize, promote and give financial assistance to Professional Associations.
 - (b) Each Professional Association of the Nova Scotia Teachers Union shall submit annually to the Finance Committee of the Union, the materials for the annual internal review, and shall be requested to submit a budget for the ensuing year.

CHAPTER II

Governance

NSTU Professional Associations are organized by the Union and responsible to it.

1. PROVINCIAL EXECUTIVE

The Provincial Executive directs and supervises the Union's business and affairs between Council sessions.

(a) Composition of the Provincial Executive

Members of the NSTU teaching in the following regions shall elect twenty members to the Executive subject to the following conditions:

- elections shall be held fifteen (15) days or more prior to the first meeting of the Council;
- the regions and the numbers to be elected from each region shall be as follows:

Annapolis-Hants West-Kings	2 members
Antigonish-Guysborough County	1 member
Cape Breton	2 members
Colchester-East Hants	1 member
Community College	2 members
Conseil syndical acadien de la Nouvelle Écosse	1 member
Cumberland	1 member
Dartmouth	1 member
Digby-Yarmouth	1 member
Halifax City	2 members
Halifax County	2 members
Inverness-Richmond	1 member
Lunenburg County	1 member
Northside-Victoria	1 member
Pictou	1 member
Shelburne-Queens	1 member

2. PROFESSIONAL ASSOCIATIONS COORDINATION COMMITTEE (Authority – NSTU Provincial Executive)

(a) Mandate:

- to review resolutions forwarded by Professional Associations prior to submission to the Provincial Executive;
- to recommend policy to the Provincial Executive with regard to the operation of Professional Associations;
- to make recommendations to the Provincial Executive regarding the formation or disbandment of Professional Associations;
- to advise the Provincial Executive on Professional Association matters;
- to monitor the financial status of Professional Associations;
- to assist the officers of Professional Associations in organizing managing and directing the business and affairs of their respective Associations;
- to receive the annual reports of Professional Associations;
- to organize and facilitate an annual Professional Associations Leaders Conference.
- such other functions or tasks as assigned by the Provincial Executive of the NSTU.

(b) Membership:

A Provincial Executive member shall be appointed yearly by the Provincial Executive to serve as liaison between the Professional Associations Coordination Committee and the Provincial Executive.

- Composition of the Professional Association Coordination Committee shall be seven (7) members.
- Representatives of the participating associations shall be chosen by lottery to serve on the committee.
- Interested associations shall submit their names to the Chairperson of the Coordination Committee.
- The Chairperson shall be chosen by the members of the Committee on an annual basis.

- Any association having a member on the current Coordination Committee must withdraw from the lottery for a two year period following their term of office.
- A committee member's term of office shall be two years beginning August 1st on a rotation basis.
- Should a vacancy occur on the Committee as a result of a member being absent for two consecutive meetings, the Professional Association which that member represents shall be asked to name a replacement.

(c) Meetings:

The Coordination Committee will normally meet three times per year.

(d) Annual Report:

The Committee shall submit to the Provincial Executive of the NSTU an annual report of its programs, activities and finances for the preceding year.

3. CONSTITUTION AND OPERATIONAL PROCEDURES (Authority – NSTU Provincial Executive)

Each Professional Association has a constitution which requires the approval of the association's general membership and ratification by the NSTU Provincial Executive.

The model constitution used by associations in preparing their own specific constitution is found in Appendix A of this document.

Each Professional Association may follow a set of Operational Procedures. The model for this governance document is found in Appendix B.

4. FORMATION/DISSOLUTION OF PROFESSIONAL ASSOCIATIONS

(a) Formation

Step One

- Effective August 1, 2005, at least 100 NSTU members who are potential members of the association shall submit a petition to the Coordination Committee, requesting establishment of the association.
- With the petition, the applicants include a rationale explaining why their professional needs cannot be met through existing associations.
- Existing Professional Associations are then requested to make provision to reflect the varied needs of the petitioning group.
- The Coordination Committee shall forward a recommendation to the Provincial Executive.

Step Two

- Staff meets with Organizing Committee representatives to prepare a Constitution and Operational Procedures for the new Professional Association consistent with the NSTU model constitution and operational procedures.
- The Organizing Committee serves as the Nominating Committee to compile a slate of officers for the new Professional Association.
- Two members of the Organizing Committee are identified as signing authorities for the association's account.

Step Three

- NSTU Staff serves as Chairperson of the Founding Meeting of the New Professional Association for the following agenda items:
 - Provincial Executive motion to establish Professional Association
 - Mandate of Professional Association
 - Adoption of Constitution and Operational Procedures
 - Election of Officers
- The President of the new Professional Association assumes the Chair and conducts the remainder of the meeting's agenda.
- The Provincial Executive considers a motion to ratify the new Professional Association's Constitution at its next scheduled meeting.
- Copies of the Professional Association's Constitution and Operational Procedures are filed with the NSTU.

(b) Dissolution

Cause for Dissolution

If the annual membership of the association should drop below 50 active NSTU members for two successive years and if the paid conference attendance should drop below 50 active NSTU members for two successive years or

If a Professional Association does not hold an annual conference or its equivalent on Professional Development Day for two successive years.

Procedure for Dissolution

If any of the conditions for grant disbursement are not met over one year, the second year shall be considered the probationary year. The Coordination Committee will make contact with the President of the Professional Association regarding probationary status and that non-compliance will result in dissolution.

The Coordination Committee will review the recommendations to ensure that procedures for dissolution have been respected. The Coordination Committee will then forward the recommendation to the Provincial Executive.

The final decision as to dissolution rests with the Provincial Executive.

CHAPTER III

Membership, Fees and Finances

1. MEMBERSHIP

Membership in an association is defined in the Constitution of that Professional Association, according to the following provisions.

(a) Regular Membership

Regular Membership in the (Name of NSTU Professional Association) is restricted to active and active reserve members of the Nova Scotia Teachers Union.

An active reserve member is not eligible to hold elected office; however, an active reserve member is eligible to vote and serve on committees.

(b) Student Intern Membership

Student Intern Membership in the (Name of NSTU Professional Association) is available to full-time university students enrolled in education programs. A student intern member is not eligible to vote or hold elected office; however, a student intern member is eligible to serve on committees.

(c) Subscriber Member

Subscriber Membership is available to an institution or a person who is not a regular or student intern member. A subscriber member is not eligible to vote, hold elected office or serve on committees.

2. FEES

The membership fee for a Professional Association is set at the Annual General Meeting and ratified by the NSTU Provincial Executive. The fee entitles a member to receive all services of the Association, including professional correspondence via email and representation of professional concerns to appropriate bodies within the NSTU. Teachers are encouraged to join a Professional Association(s) in which they have a professional interest.

3. FINANCES (Authority – NSTU Provincial Executive)

(a) A Professional Association is responsible for providing reports on an annual basis to the NSTU Finance and Property Committee.

(b) The NSTU financially supports Professional Associations as set out in 14C of the NSTU Guidebook:

(i) Professional Associations may qualify for their executive meeting expenses to be paid for if, at the end of their previous fiscal year, their financial net assets are less than \$13,350. Meeting expenses will be paid for 3 executive meetings for a maximum of 8 executive members. NSTU expense guidelines will be followed for reimbursement. Any expenses that appear unreasonable will be subject to the approval of the Finance and Property committee.

Professional Associations whose Financial Net Assets are less than \$13,350 in the previous year shall have costs for three executive meeting paid for by the NSTU. Any Professional Association experiencing un-

due financial hardship due to the implementation of this operational procedure may apply to the NSTU Provincial Executive for consideration of additional funding to deal with cost over-runs.

- (ii) sponsorship of an annual conference for Professional Association Presidents
- (iii) financial assistance to attend the annual NSTU Leadership Conference
- (iv) publishing and distributing October Conference Day information to members and partners through online information and posters for school/campus sites.

- (c) The NSTU issues annual grants to professional associations only after the receipt of all reports required by the December 1st deadline. (See Chapter VIII).

CHAPTER IV

Roles and Responsibilities

1. PROFESSIONAL ASSOCIATION PRESIDENT

The President holds the key management function in an NSTU Professional Association. In cultivating the professional development of the organization's members, the President has a responsibility to:

- Assign and communicate Executive responsibilities so that Executive members clearly understand their roles;
- Set an annual schedule of Executive meeting;
- Ensure that regular communication links are in place with members (e.g. Newsletter);
- Attend the Professional Associations Presidents' Conference;
- Represent the association at Annual Council;
- Facilitate cooperation among Professional Associations;
- Liaise with national and international organizations
- Insure that reports are filed with the NSTU Central Office;
- Serve as the official spokesperson for the association; and
- Ensure that official reports and records are accurate, disseminated and in compliance with time lines.

2. PROFESSIONAL ASSOCIATION SECRETARY

- The Secretary works closely with the President to address the following tasks.
- The Professional Association Secretary shall record and maintain copies of the minutes of all meetings of the Professional Association Executive and general membership.
- The Professional Association Secretary shall prepare copies of the minutes for distribution prior to or at meetings.
- The Professional Association Secretary shall maintain a record of attendance at all meetings of the association.
- The Professional Association Secretary shall book meeting sites for the Association.
- The Professional Association Secretary shall maintain all official records of the organization including the Constitution, Operational Procedures and Membership Registry and ensure that appropriate revisions are processed.
- The Professional Association Secretary shall forward to the NSTU Central Office names, addresses, and contact numbers of the Professional Association Executive immediately following the Annual General Meeting.
- The Professional Association Secretary may circulate information regarding meetings and other events as directed by the Professional Association Executive.
- The Professional Association Secretary may keep an Action Register for each meeting.

3. PROFESSIONAL ASSOCIATION TREASURER

- The Professional Association Treasurer shall chair the Finance Committee.
- The Professional Association Treasurer shall administer all financial matters associated with the association and report, by means of a financial statement, at Professional Association Executive general meetings.
- The Professional Association Treasurer shall be responsible for an annual internal review of the financial records of the association in accordance with guidelines prepared by the NSTU Finance and Property Committee – PA Treasurers Guide.
- The Professional Association Treasurer shall prepare a proposed budget for approval at the Annual General Meeting.

4. PROFESSIONAL ASSOCIATION PUBLICATIONS EDITOR

The Publications Editor works in concert with the NSTU staff assigned to assist with Professional Association documents.

(a) General Guidelines for Editors

The NSTU Central Office will arrange for preparation and email distribution of three newsletters per year.

- It is the responsibility of the editor to solicit materials, write and rewrite where necessary, and arrange for printing. Editors should be very selective about materials included in the association's publications.
- All material must be edited prior to submission, well-organized with no blank spaces for information to be added at a later date.
- All articles must be original or written permission for reproduction provided to the Professional Association. This includes pictures or any materials from other sources.
- Newsletters must be complete on submission to the NSTU.
- Newsletters must be submitted to the NSTU one month prior to the expected distribution date.
- A disclaimer must appear in the newsletter so remember to allow a few lines of space for this purpose.

(b) Publication Procedures Procedure

	Responsibility
Establishment of Format	NSTU and Professional Association
Soliciting and Receipt of Material	Professional Association
Organizing and Editing of Material.....	Professional Association
Preparation of Electronic Copy	Professional Association
Transfer of Electronic Copy and Instructions to NSTU	Professional Association
Input of Copy to System (where necessary)	NSTU
Layout and Design	NSTU
Copy Edit and Final Approval.....	Professional Association
Camera Ready Preparation	NSTU
Email Distribution	NSTU

5. OCTOBER CONFERENCE CHAIRPERSON

The Chairperson works with a Conference team to design and implement the conference. The Chairperson reports to the Executive of the Professional Association. However, the ultimate responsibility for the sponsorship of an October Conference lies with the President of the Professional Association.

General duties of the Conference Chairperson include coordinating the following tasks.

- Selection of Conference theme.
- Selection and confirmation of Conference Program – topics and speakers.
- Determination of Conference Fee (budget).
- Preparation of Registration Forms and Procedures.
- Confirmation of Exhibits.
- Preparation of Activities Timetable.
- Circulating conference information via *The Teacher* and online registration.
- Preparation of conference report and resource information to pass on to next Conference Chair.
- Submit conference financial materials to Central Office for review.

6. PROFESSIONAL ASSOCIATION WEBMASTERS

The NSTU provides every professional association with hosting of its own unique website. The website employs a template-based content management system (CMS) that is easy to learn. The template is simple to update and keep current. Websites can also be customized to meet the requirements of individual associations.

The NSTU provides association webmasters with full instructions for administering their sites, as well as on-going support as required. For more information, contact webmaster@nstu.ca.

CHAPTER V

Protocol

1. PROTOCOL WITH EXTERNAL AGENCIES

Contact by NSTU Professional Associations with agencies outside the NSTU, such as the Department of Education or the Minister, are made following consultation with the Professional Associations Coordination Committee. The intent of this provision is not to inhibit the activity of any association; rather, it is to ensure consistency in the voice of the Nova Scotia Teachers Union. It is also necessary to ensure the NSTU does not incur political or financial liability as a result of correspondence. Following NSTU approval, all written communication with outside agencies must include a copy of the communication to the Professional Associations Coordination Committee for record-keeping purposes.

2. NATIONAL & INTERNATIONAL AFFILIATION

Affiliation of NSTU Professional Associations with Canadian or International Associations is a source of information regarding new trends and developments. Publication, workshops, and conferences of these associations are frequently used as reference points for new ideas or materials. Some NSTU Professional Associations have found that a comprehensive membership in these organizations is beneficial to the provincial organization.

3. PURCHASE OF EQUIPMENT

There shall be no purchases of capital equipment over \$500.00 without prior approval of the NSTU Finance and Property Committee.

4. WEBSITE USE

NSTU Professional Association Presidents shall have a designated NSTU email list on the NSTU website. Members of NSTU Professional Associations are expected to communicate via the NSTU email/website.

5. BOOKING YOUR MEETING AND HOTEL RESERVATIONS

- The Dr. Tom Parker Building should be used as the first site for a Professional Association Executive Meeting and the NSTU Receptionist will book your meeting after receiving information on the meeting from the Professional Association Secretary. The NSTU maintains a contract with a hotel in Halifax to accommodate members coming to Halifax on NSTU business and the following process is provided for Professional Associations booking meetings.
- The Professional Association Secretary notifies the NSTU Receptionist of the meeting date and that meeting notices are required to be sent to Professional Association Executive members.
- The NSTU Receptionist will book meeting space at the NSTU on the date required and send out meeting notices to Professional Association Executive.
- The meeting notices contain a link to the NSTU website where Professional Association Executive members confirm their attendance at the meeting and indicate whether or not they require hotel accommodations.
- NSTU Receptionist only books hotel accommodations for those Professional Association Executive members who return their request for accommodations form via the website. If a member does not return the form no accommodations will be booked.
- The accommodations will be billed directly to the NSTU who in turn will bill the Professional Association.

7. TRAVEL POLICY

The NSTU requires that Professional Association leaders be covered under the NSTU Travel Policy. Information concerning this procedure is available by contacting the NSTU Finance Department.

6. RELEASE TIME PROCEDURE

If a Professional Association wishes to obtain release time from the employer for a member to address a Professional Association task, the President of the Professional Association must request such time in writing from the employer and the Association must pay costs incurred for the release of that employee.

The employing board may grant the request but is not required to do so.

Further, NSTU days agreed to in the Teachers Provincial Agreement (Article 31.02) cannot be accessed by Professional Associations.

7. TRAVEL POLICY

The NSTU requires that Professional Association leaders be covered under the NSTU Travel Policy. Information concerning this procedure is available by contacting the NSTU Finance Department.

CHAPTER VI

Programs and Publications

1. PROFESSIONAL DEVELOPMENT ACTIVITIES

NSTU Professional Associations should organize professional development activities and curriculum development opportunities which include the following:

- Conference planners are requested to include sessions targeted to early career educators. Such sessions should contain a label noting the desired participant audience.
- An Annual Conference which is carefully designed to meet the needs of educators. Typical activities of annual conferences include keynote addresses, workshop demonstrations, book displays, audio-visual displays, panel discussions, small group discussions and bell-ringer sessions.
- Regional in-service activities which may have immediate relevance to the educators attending.
- Participation in Department of Education provincial task forces, committee or work groups.
- Involvement in the NSTU Summer Opportunities Program. Associations sponsor courses during the summer months at various sites throughout the province. Associations are responsible for site location and on-site logistics during the operation of courses as well as topic and speaker selection. NSTU Professional Associations are responsible for receiving & processing registrations and will receive surplus funds from registration fees and pay expenses. The NSTU will advertise course offerings.
- Sponsoring an evening or weekend session in an area to assist interested educators with their professional development.

2. CURRICULUM

NSTU Professional Associations are a prime vehicle for members to contribute to the development of curriculum. Such activities as evaluation of materials, the development of new courses and student evaluation procedures are matters which can be addressed by associations.

3. PUBLICATIONS

Objectives

- To serve as a regular communication vehicle for association members.
- To provide members with relevant literature or current research and trends.

Types of Publications

- (a) Newsletters
 - (b) Annual Reports
 - (c) Special Publications (i.e. Policy Handbook, Journal, Survey, Directory)
- Publications are circulated by the NSTU via email only.

4. PROFESSIONAL ASSOCIATION WEB PAGES

The NSTU provides every professional association with hosting of its own unique website. The website employs a template-based content management system (CMS) that is easy to learn. The template is simple to update and keep current. Websites can also be customized to meet the requirements of individual associations.

The NSTU provides association webmasters with full instructions for administering their sites, as well as on-going support as required. For more information, contact webmaster@nstu.ca.

Items you might want to consider for inclusion on your Professional Association Website include the following:

- A brief description of the Professional Association, including a mission statement, brief history, membership criteria and any affiliation with national and international organizations, with links provided when applicable.
- Any fellowships, scholarships or awards that the Professional Association promotes or grants.
- A list of the association's current Executive.
- The latest issue of the association's newsletter or journal.
- Conferences and special events. It is extremely important that this information be kept up-to-date and removed once the event has taken place.

CHAPTER VII

Conference Procedures

1. CONFERENCE REGISTRATION

A deadline of the second Friday in October is set for conference registration or as space permits. There is no on-site registration for the NSTU Professional Association Conferences.

2. REFUND POLICY

This policy statement shall appear on all association conference registration forms. NSTU Professional Associations only refund October Conference Registration fees prior to the official conference registration deadline.

Registrars are to complete a refund form on all requests. The form is to be completed by the registrar and forwarded to the NSTU Financial Officer. Once a registrant has been refunded, the registrar must remove them from the participant list.

3. SPECIAL NEEDS IDENTIFICATION

In compliance with the Charter of Rights and Freedoms, conference registration forms must ask participants if they have special requirements in order to attend conference sessions. This request must be printed in conference material.

4. GIFTS/PRIZES POLICY

Professional Associations may provide gifts to presenters, special guests and conference organizers. Limited random draws of names of conference delegates for prizes of a modest value may take place. Alternatively, a draw for a single item of a value not to exceed \$200.00 shall be allowed. Professional Associations shall not purchase gifts, prizes or door prizes for each delegate or attendee. This restriction does not apply to gifts that have been donated to the Professional Association by an unrelated party.

5. BUDGET TEMPLATE

Below are the revenue and expense categories suggested for Conference along with tips on how to budget for each line. Overall, the budget amounts should incorporate past results with expectations for the future.

REVENUE

Registration fees Number of expected attendees multiplied by the registration fee for the upcoming year (1).

Exhibitor fees Number of expected exhibitors multiplied by the fee for the upcoming year that will be charged to each (2).

Miscellaneous Other income anticipated such as book sales, T-shirt sales, interest, sponsorships, etc.

EXPENDITURES

Catering Cost of any catering costs for meals, nutrition breaks, etc. Look at last years and factor in expected attendees.

If changing caterers get a quote. Don't forget tax and gratuity when budgeting.

Committee expenses Number of meetings multiplied by the cost per meeting (3).

Equipment Cost to rent or purchase equipment needed for the conference (i.e. microphone, speakers, video equipment).

Facilities Cost to rent facilities to hold conference. Factor in cost increases due to # of attendees or different venue.

Hospitality/Reception Cost to hold a reception or hospitality room including food, entertainment, supplies, etc. will be dependent on number of attendees.

Miscellaneous Other anticipated costs of holding the conference.

Office Use actual from previous years and add/subtract known changes for items such as printing, postage, etc.

Presenters Should get a quote for main presenter factoring in all expenses that you will cover (travel, meals, accommodations, gift). Also include cost of fees/gifts for other presenters.

Supplies Use actual from previous years and add/subtract known changes for items such as booths, name tags, etc.

1. For number of attendees use actual from previous year unless there is a known expectation that there will be significantly more or less attendees in the upcoming year. The registration fee includes the complimentary membership fees. These need to be broken out and shown as an outflow back to the PA. They should be shown as a negative amount under revenue so that the statements reflect the true revenue for the conference.
2. For the number of exhibitors use the actual amount from last year unless it is known that there will be more or less this year.
3. To determine the cost per meeting add up all the costs necessary to hold one meeting – travel of all committee members, meals, accommodations, rental of meeting space, etc.

6. PROTOCOL FOR NSF CHEQUES

- There will be a \$30 administrative fee for NSF cheques.
- The bank will return NSF cheques with PA bank statement.
- If your conference account is the same as your main account (NSTU signing officers) the Financial Officer will scan and send the NSF to the Treasurer.
- The Treasurer contacts the individuals to notify them of the NSF and requests another cheque or cash.
- Treasurer should also try to recover any fees associated with the NSF from the individual.
- If there is difficulty contacting the individual or receiving payment the issue should be brought to the Conference Committee and/or the PA Executive for further guidance.
- Executive/Treasurers can keep a running list of individuals who have remitted NSF cheques each year and require that in the future these individual will have to pay in cash.

7. Insurance Coverage

Requests from conference site owners for insurance coverage need to be addressed by the Professional Association President with the NSTU Business Manager who will arrange for the appropriate insurance coverage.

8. PRINTING SERVICES

- The NSTU will arrange to print the following material for conferences: Annual General Meeting Minutes, constitutions and Executive reports (i.e. President, Treasurer, Committees, etc.) The NSTU will also print registration fee receipts.
- The NSTU will not print workshop handouts. It is the responsibility of the person presenting the workshop to supply these materials for the conference.
- Conference materials that require printing must be submitted to the NSTU prior to the fourth Friday in September. The NSTU cannot guarantee that submissions after this date will be ready by conference time.

9. CRITICAL TIME LINE

By April 30th

*Preliminary Conference information
for 'The Teacher' to NSTU*

By May 30th

Conference Online Registrations Information to NSTU


By June 30th


Edit of Conference Online text completed

Second Friday
in October

Conference Registration Deadline

CONFERENCE RECEIPT TEMPLATE

	EACH ASSOCIATION LOGO	Name of PA _____	Date _____
Received from _____			
Amount _____	100 Dollars		
Reference:			
October Conference Fee	Signature _____		
	Title/Position _____		

	EACH ASSOCIATION LOGO	Name of PA _____	Date _____
Received from _____			
Amount _____	100 Dollars		
Reference:			
October Conference Fee	Signature _____		
	Title/Position _____		

CHAPTER VIII

Times Lines and Report Requirements

1. TIME LINES

October

- Annual Conference
- Annual General Meeting

November/December

- Presidents' Conference

April

- Conference Overview Information for 'The Teacher' to NSTU

May

- NSTU Annual Council
- Conference Online Registration Content to NSTU

June

- Final Edit of Conference Online Registration Content

August

- NSTU Leadership Conference

2. REPORT REQUIREMENTS

To Annual General Meeting

- President's Report
- Nominating Committee Report
- Conference Report (Previous Year)
- Proposed Budget

To NSTU

- Information for internal review by December 1st
- AGM Minutes, President's Report, Conference Report by December 1st
- Association Membership List by December 1st
- Approved Budget

APPENDIX A

Model Constitution

Article I *Name*

The Professional Association shall be called the _____ *Association of the Nova Scotia Teachers Union.*

Article II *Purpose*

The mandate of the (Name of NSTU Professional Association) shall be:

- [1] To improve professional practice by increasing member knowledge and understanding.
- [2] To designate ideas, trends and new developments.
- [3] To provide information to the *NSTU Professional Associations Coordination Committee and the NSTU Curriculum Committee.*
- [4] To advise the *Provincial Executive* on matters affecting *NSTU Professional Associations.*

Article III *Membership*

[1] ***Regular Membership***

Regular Membership in the (Name of NSTU Professional Association) is restricted to active and active reserve members of the Nova Scotia Teachers Union.

An active reserve member is not eligible to hold elected office; however, an active reserve member is eligible to vote and serve on committees.

[2] ***Student Intern Membership***

Student Intern Membership in the (Name of NSTU Professional Association) is

available to full-time university students enrolled in education programs. A student intern member is not eligible to vote or hold elected office; however, a student intern member is eligible to serve on committees.

[3] ***Subscriber Member***

Subscriber Membership is available to an institution or a person who is not a regular or student intern member. A subscriber member is not eligible to vote, hold elected office or serve on committees.

Article IV *Distribution of Powers*

[1] The general membership shall retain all powers of the (Name of NSTU Professional Association) except those delegated in the Constitution to the *Professional Association Executive.*

[2] Any member of the (Name of NSTU Professional Association) shall have the right to address all meetings of the *Professional Association.*

[3] A regular member shall have the right to vote on all motions at general meetings of the *Professional Association.*

Article V

Executive

- [1] The *Professional Association Executive* shall include but not be limited to the following members:
 - President
 - Immediate Past President
 - Vice President
 - Secretary
 - Treasurer
- [2] The *Professional Association Executive* shall meet a minimum of three (3) times per year at a location determined by the *President*.
- [3] A quorum of the *Professional Association Executive* shall be fifty percent plus one (50%+1) of *Professional Association Executive* members.

Article VI

Professional Association Committees

- [1] The *Professional Association Executive* shall establish the following committees.
 - *Communications*
 - *Conference*
 - *Finance*
 - *Nominating*
- [2] The *Professional Association Executive* shall appoint members to each committee on an annual basis.
- [3] The *Professional Association Executive* may appoint ad hoc committees as circumstances dictate.
- [4] The *Professional Association Executive* shall appoint members to other committees as required.
- [5] The *Professional Association President* shall chair the *Communications Committee*.
- [6] The *Professional Association Treasurer* shall chair the *Finance Committee*.
- [7] The *Professional Association Vice-President* or designate shall chair the *Conference Committee*.
- [8] The *Professional Association Immediate Past President* or designate shall chair the *Nominating Committee*.

Article VII

Professional Association Meetings

- [1] ***Professional Association Annual Meeting***
 - (a) There shall be an *Annual Meeting* of the (Name of NSTU Professional Association) for:
 - i/ receipt of annual reports;
 - ii/ presentation of a financial statement;
 - iii/ presentation of a proposed budget for the upcoming year;
 - iv/ election of officers for the upcoming year.
 - v/ consideration of NSTU Annual Council resolutions.
 - (b) The quorum for a general meeting shall be 5% of the regular membership excluding the members of the *Professional Association Executive*.
- [2] ***Professional Association Executive Meetings***
 - (a) *Professional Association Executive* meetings shall take place a minimum of three (3) times per year during the periods:

Fall
Winter
Spring

(b) The quorum for a *Professional Association Executive Meeting* shall be fifty percent plus one of the *Professional Association Executive*.

[3] ***Professional Association Special Meetings***

(a) In the event of an emergency or other need, a special meeting shall be called by the *Professional Association Executive*.

(b) A special general meeting shall be called by the *Executive* upon the written request of five percent (5%) of the regular membership. Five (5) working days notice of such a meeting shall be given to the general membership.

(c) A special meeting shall consider only the business specified in the notice calling such a meeting.

VIII

Elections/Voting Privileges

[1] Only *regular members* of the (Name of NSTU Professional Association) have the right to vote.

[2] Only *active NSTU members* of the (Name of NSTU Professional Association) have the right to hold office.

[3] Only *regular members* and *student intern members* of the (Name of NSTU Professional Association) have a right to serve on committees.

[4] The *Professional Association Executive* shall be elected by secret ballot.

[5] The term of office for *Professional Association Executive* members shall be two (2) years from Annual General Meeting to Annual General Meeting.

[6] Any (Name of NSTU Professional Association) Executive position shall be held by the same person for a maximum of two consecutive terms.

[7] Should any *Professional Association Executive* position except *Professional Association Immediate Past President* remain vacant following elections at the *Annual General Meeting*, the *Nominating Committee* shall conduct a by-election using a mail-in vote procedure.

[8] In the event that the *Professional Association President* cannot complete a term of office, the *Professional Association Vice President* shall assume the duties of the *Professional Association President* in the interim. The *Nominating Committee* shall seek nominations for the position and conduct an election using the mail-in vote procedure. The term of office for this position shall be until the completion of the vacated term of office.

[9] In the event that a *Professional Association Executive* member other than the *Professional Association President* cannot complete a term of office, the position shall be filled through a by-election administered by the *Nominating Committee*. The term of office for this position shall be until the completion of the vacated term of office.

Article IX

Finances

[1] The fiscal year shall be from August 1st to July 31st.

[2] Membership fees shall be determined by the *Provincial Executive* of the *Nova Scotia Teachers Union*.

[3] The official authorization for expenditures shall be made by any two (2) of the following: The *Professional Association Treasurer*, *Professional Association President* or one other member of the *Provincial Association Executive*.

[4] The *Professional Association Executive* shall make expenditures up to \$2,000. without prior approval of the regular membership.

[5] Members shall be reimbursed expenses at the provincial NSTU rate.

[6] The financial records of the (Name of NSTU Professional Association) shall be subjected to an annual internal review in accordance with guidelines provided by the *Finance* and *Property Committee* of the NSTU.

[7] All operational expenses (including substitute teacher costs) incurred by the (Name of NSTU Professional Association) are the sole responsibility of the (Name of NSTU Professional Association) and are not the responsibility of the *Nova Scotia Teachers Union*.

- [8] There will be no purchase of capital equipment over \$500.00 without prior approval of the NSTU Finance and Property Committee.

Article X

Rules of Order

Rules of Order shall be the same as those procedures adopted by the *Nova Scotia Teachers Union*.

Article XI

Accountability

- [1] Individuals in an elected or appointed leadership role, NSTU employees and others acting on the *Professional Association's* behalf have the obligation to avoid conflicts of interest; the perception of conflict of interest; and, ensure that their activities and interests do not conflict with their responsibilities to the *Nova Scotia Teachers Union*.
- [2] *Professional Association Executive* members are expected to attend as well as actively participate in all meetings of the (Name of NSTU Professional Association).
- [3] *Professional Association Executive* members are responsible to fairly represent Executive decisions when speaking on issues addressed by the *Professional Association Executive*.

Article XII

NSTU Annual Council

- [1] Each *Professional Association* shall be entitled to one delegate with voting status at the Annual Council.

Article XIII

Communications

- [1] Any representation that the (Name of NSTU Professional Association) wishes to make to any organization, person, Government Department, Department of Education, school board and any other agency external to the NSTU shall be conducted through the office of the *NSTU President* by way of the staff liaison officer responsible for *NSTU Professional Associations*.

Article XIV

Amendments

- [1] This *Constitution* may be amended by a two-thirds majority of votes cast by the members present at a *General Meeting* or *Special Meeting* convened for that purpose.
- [2] Notice of proposed amendment(s) shall be given to members ten (10) working days prior to the meeting.
- [3] Amendments to this *Constitution* shall be ratified by the *NSTU Provincial Executive* at a scheduled meeting following approval by the *Professional Association's* general membership.

APPENDIX B

Model Operational Procedures

I. *Duties of the Professional Association Executive*

- [1] The *Professional Association Executive* shall conduct the business of the (NSTU Professional Association Name) under the direction of the membership.
- [2] The *Professional Association Executive* shall receive and disburse all _____ funds in accordance with *Nova Scotia Teachers Union* policies.
- [3] The *Professional Association Executive* shall regularly attend meetings and perform duties as required.
- [4] The *Professional Association Executive* shall present written reports to general meetings regarding their activities.
- [5] All *Professional Association Executive* members shall maintain a written record of their work and shall forward it to their successors.
- [6] The *Professional Association Executive* shall assess ongoing programs of the association.
- [7] The *Professional Association Executive* shall receive committee reports.
- [8] The *Professional Association Executive* shall debate and resolve routine concerns.
- [9] The *Professional Association Executive* shall propose motions for consideration at general meetings.
- [10] The *Professional Association Executive* shall present to the *Annual General Meeting* of the (NSTU Professional Association Name):
 - A financial statement;
 - A proposed balanced budget for the upcoming year;
 - A report of activities for the year;
 - A report of activities for the upcoming year.

II. *Duties of the Professional Association President*

- [1] The *Professional Association President* shall be the official spokesperson of the association.
- [2] The *Professional Association President* or designate shall preside at all meetings of the organization.
- [3] The *Professional Association President* shall prepare agendas for all meetings at which the *Professional Association President* presides in consultation with the *Professional Association Secretary*.
- [4] The *Professional Association President* shall be an ex-officio member of all committees.
- [5] The *Professional Association President* shall chair the *Communications Committee*.
- [6] The *Professional Association President* shall review the organization's *Constitution* and *Operational Procedures* during the first meeting of the Executive each year.
- [7] The *Professional Association President* shall perform such duties as directed by the *Professional Association Executive* and general membership.

III. *Duties of the Professional Association Vice President*

- [1] The *Professional Association Vice President* or designate shall chair the *Conference Committee*.

IV. *Duties of the Professional Association Secretary*

- [1] The *Professional Association Secretary* shall record and maintain copies of the minutes of all meetings of the *Professional Association Executive* and general membership.
- [2] The *Professional Association Secretary* shall prepare copies of the minutes for distribution prior to or at meetings.
- [3] The *Professional Association Secretary* shall maintain a record of attendance at all meetings of the association.
- [4] The *Professional Association Secretary* shall maintain all official records of the organization including the *Constitution*, *Operational Procedures* and *Membership Registry* and ensure that appropriate revisions are processed.
- [5] The *Professional Association Secretary* shall maintain a current list of contact number and addresses of *Professional Association Executive* members and committee members.
- [6] The *Professional Association Secretary* shall forward to the NSTU Central Office names, addresses, and contact numbers of the *Professional Association Executive* immediately following the *Annual General Meeting*.
- [7] The *Professional Association Secretary* may circulate information regarding meetings and other events as directed by the *Professional Association Executive*.
- [8] The *Professional Association Secretary* may keep an *Action Register* for each meeting.

V. ***Duties of the Professional Association Treasurer***

- [1] The *Professional Association Treasurer* shall chair the *Finance Committee*.
- [2] The *Professional Association Treasurer* shall administer all financial matters associated with the association and report, by means of a financial statement, at *Professional Association Executive* general meetings.
- [3] The *Professional Association Treasurer* shall be responsible for an annual audit review of the financial records of the association in accordance with guidelines prepared by the *NSTU Finance and Property Committee*.
- [4] The *Professional Association Treasurer* shall prepare a proposed budget for approval at the *Annual General Meeting*.

VI. ***Duties of the Professional Association Immediate Past President***

- [1] The *Professional Association Immediate Past President* shall act in an advisory capacity to the *Professional Association President* and the *Professional Association Executive*.
- [2] The *Professional Association Immediate Past President* shall chair the *Nominating Committee*.

VII. ***Duties of Professional Association Committees***

- [1] Duties of the *Professional Association Finance Committee* shall include:
 - [i] administering the internal review for the year;
 - [ii] preparing a proposed budget for approval at a general meeting;
 - [iii] overseeing the production of a financial report for review and consideration by the *Professional Association Executive*;
 - [iv] developing and revising *Guidelines* for (NSTU Professional Association Name) Expenditures.
- [2] Duties of the *Professional Association Nominating Committee* shall include:
 - [i] circulating a notice of election for *Professional Association Executive* positions to all members three(3) weeks prior to the *Annual General Meeting*;
 - [ii] overseeing the election of *Professional Association Executive* positions.
 - [iii] providing members with the results of the elections;
 - [iv] administering the selection process for committee membership.
- [3] Duties of the *Professional Association Communications Committee* shall include:
 - [i] providing cooperation and communication with respect to professional development;
 - [ii] advising the *Professional Association Executive* regarding professional development issues;
 - [iii] coordinating and maintain internal communications with members via newsletter/website;
 - [iv] sponsoring, coordinating, and hosting a variety of activities for members as directed by the *Professional Association Executive*.
- [4] Duties of the *Professional Association Conference Committee* shall include:
 - [i] planning the *October Conference* according to guidelines outlined in the *NSTU Professional Associations Handbook*.

VIII. ***Meeting Protocols***

- [1] The agenda at a *General Meeting* shall include:
 1. Call to Order
 2. Approval of the Minutes of the *Previous General Meeting*
 3. Correspondence
 4. Reports
 - *Professional Association President*
 - *Professional Association Treasurer*
 5. Unfinished Business
 6. New Business
 7. Announcements
 8. Adjournment

[2] The agenda at a *Professional Association Executive Meeting* shall include:

1. Call to Order
2. Approval of Minutes of the *Previous Professional Association Executive Meeting*
3. Correspondence
4. Reports
5. Professional Association Executive Roundtable
6. Unfinished Business
7. New Business
8. Date of Next Meeting
9. Adjournment

IX. *Amendments*

These *Operational Procedures* may be adopted, amended, or rescinded by a majority of votes cast by members present at a *General Meeting*, provided that written notice of motion to adopt, amend, or rescind has been sent to all members ten(10) days prior to the meeting.



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