

Garden Valley Teachers' Association
OPERATING PROCEDURES

(Approved by Executive April 01, 2014)

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A. Executive Honoraria and Reimbursements

1. *Honoraria.* Honoraria are paid to Executive Members (officers, committee chairs and co-chairs) at the June executive meeting as follows:

All executive members receive a \$250 honorarium except for the president, professional development chair, collective bargaining chair, and treasurer, who receive an honorarium of \$500 each.

Executive members are expected to attend meetings on a regular and punctual basis. There must be cause for absence. Absences without cause may result in a pro-rated reduction in honoraria as determined by the executive.

2. *Expenses and mileage.* Executive members or designates are reimbursed for reasonable expenses and mileage incurred while conducting GVTA business. Mileage reimbursements are at the current MTS rate. Reasonable expenses include office supplies and those described in the MTS expense reimbursement form.
3. *Internet.* The president and treasurer receive reimbursements for their home internet service.
4. *Cell phone.* The GVTA provides the president with a cell phone or reimburses the president for using their personal cell phone at the rate of \$30/month.
5. *Receipts.* Receipts are required for reimbursements of expenses, internet, and cell phones.
6. *Lap top.* The GVTA provides the president with a computer and the treasurer with a computer and printer.
7. *PD expenses and honoraria.* PD expenses and honoraria are reimbursed according to the joint GVSD/GVTA PD Policy and Procedure Handbook.
8. *Reimbursement for substitute and part-time teachers.* Because they may be passing up work as a substitute, substitute teachers shall be compensated at GVSD substitute wages for their participation in a GVTA or MTS event during a regular school day. For the same reason, part-time teachers will be similarly compensated for their participation in a GVTA or MTS event that takes place

during a regular school day but outside of their regular teaching schedule. For details, see the GVSD procedure entitled, "Administration of Part Time Teachers and Substitute Teachers Serving on the GVTA Executive."

9. *President's Leave.* On a day when the GVTA president has been granted leave from their teaching duties by GVSD, the GVTA shall grant the president equivalent leave from their duties as GVTA president.

B. Events

1. *Fall picnic.* The fall picnic is hosted and organized by the teaching staff at a different school each year according to a rotational order kept by the social committee chair. The fall picnic is open to all divisional staff.
2. *Retirement tea.* Each spring, the social committee organizes this event if any retiring teachers wish to attend. The social committee purchases gifts from the GVTA for the retirees.
3. *1st Year Teachers BBQ.* Each fall, the wellness committee organizes this event to welcome new teachers to the GVTA.
4. *MTS sports events.* The GVTA reimburses ½ of the entry fee of one GVTA team in each MTS sports event. If more than one team enters, a lottery determines which team receives the reimbursement.
5. *Executive training/grant.* During the fall, an executive training workshop takes place. The President applies to MTS for an executive training grant to help cover the costs.

C. Scholarships and Awards

1. *Education scholarships.* At both the GVC and NPC graduation ceremonies, a \$1500 scholarship is awarded to one graduate entering Education. The treasurer keeps the pertinent applications and procedures.
2. *Stanley Agricultural Society donation.* \$120 is donated to the Stanley Agricultural Society as prize money for education-related competitions held at the Winkler Harvest Festival.

D. Executive and Committee Meetings

1. *Frequency.* The Executive generally meets the first Tuesday of each month during the school year.
2. *Meals.* The GVTA usually supplies meals or snacks at its meetings.
3. *President/GVSD Superintendent.* The GVTA president meets monthly with the GVSD superintendent to discuss concerns.

4. *School closures.* If the division closes schools, executive or committee meetings on that day will be postponed by one (1) week unless consensus on another date is reached.

E. General Meetings

1. *Food/Refreshments.* The Social Committee organizes and arranges this for attendees. \$200 is usually set aside for this purpose; monies are drawn from the *General Meeting* budget line.
2. *Prizes/Draws.* The Executive may from time to time, direct the Public Relations Committee to purchase and provide incentive items for distribution at General Meetings. \$300 is usually set aside for this purpose; monies are drawn from the *General Meeting* budget line

F. Fees

1. *Substitutes.* The daily fee of a substitute is pro-rated based upon the fraction of the school year that day represents.
2. *Part-time teachers.* GVTA fees for part-time teachers are pro-rated based upon the portion of time they work.
3. *Limited term contracts.* The fees of teachers on limited term contracts are pro-rated based on the fraction of the total school year they work.
4. *Informing the division.* In the spring, the president informs the division what GVTA fees are to be deducted for the next school year.
5. *President's Extra Hours.* The President remits to the GVTA the net amount they earn from GVSD for attending early dismissals and other division events during their GVTA leave.
6. *Budget lines.* When voting on fees at a general meeting, the treasurer presents all the lines in the GVTA budget to the general membership.

G. MTS Annual General Meeting

1. *Alternate delegate.* The GVTA sends one alternate delegate at its own expense.
2. *Hospitality room.* The GVTA contributes to a regional hospitality room at a rate set by the teachers' associations involved.
3. *Rooms for GVTA delegates.* If GVTA delegates are unable to share accommodations, the GVTA will reimburse its delegates for single rooms.

H. Benefit Plans

1. *Benefit plans.* The membership votes in deciding whether to adopt a benefit plan that costs members. The executive determines the appropriate majority required to win the vote.

I. Transition Meeting

1. *Attendance.* The June executive meeting includes outgoing, incoming, and continuing executive members.
2. *Gifts.* Outgoing members are presented with a gift (approximate value = \$15).

J. Compassionate Gifts

1. *Loss or illness.* The GVTA believes it is important to acknowledge a significant loss or illness in a members' family with a card and/or gift.

K. Standing Committee Responsibilities

The president or designate shall speak for the Association.

1. Collective Bargaining

- a. To negotiate a new collective agreement based on provincial and regional bargaining goals and the needs of the membership;
- b. To promote knowledge of the collective agreement and/or bargaining procedures amongst the Association;
- c. To assist in the implementation of the collective agreement

2. Education Finance

- a. To be accorded consultation and participation by the local Board of Trustees in the annual FSP (entitlement) and FRAME budget process;
- b. Tracking trends in Education Finance field;
- c. Attending regional and provincial seminars;
- d. Gathering information to present to local Executive and General Meetings.

3. Employee Benefits

- a. To develop awareness and maintain files of all employee benefits;
- b. To identify and investigate local needs for which the Employee Benefits committee can provide assistance;

- c. To organize and host Employee Benefits Seminars relative to GVTA members;
- d. Give monthly reports at GVTA Executive meetings and general membership meetings;
- e. Chair and Co-Chair to attend regional and provincial Employee Benefits meetings and report to committee and GVTA.

4. Equality Social Justice/Teacher Wellness

- a. To develop awareness of social justice, equality and wellness issues in classroom materials, teacher attitudes, school policies and programs;
- b. To share information and resources;
- c. To identify local needs for which the committee may provide assistance;
- d. To act as a liaison between the local Association and the Society;
- e. To cooperate with the Professional Development Committee to provide in-service programs;
- f. Chair and Co-Chair to attend regional and provincial Equality in Education meetings and report back to committee and GVTA Executive;
- g. Chair to give monthly reports at GVTA Executive meetings and general membership meetings.

5. Liaison

- a. Meet with representatives of the Garden Valley School Division Board of Directors at least three (3) times per year.
- b. Communicate Association perspectives and consider Garden Valley School Division perspectives on salient topics.

6. Professional Development

- a. To initiate, organize and implement a program of in-service training to provide opportunities for the GVTA membership to continue improvement of their educational practices;
- b. To inform GVTA teachers of PD opportunities;
- c. To engage such resource persons as are deemed necessary for the in-service program;

- d. To prepare, administer, and evaluate the GVTA PD budget;
- e. To work in cooperation with the senior administration office in the planning and implementation of PD programs for the division;
- f. Chair to give monthly reports at GVTA Executive meetings and general membership meetings;
- g. To liaise with the Society, Manitoba Education, and the senior administration of the Garden Valley School Division, recognizing them as partners in delivering professional development to teachers.

7. Public Relations

- a. Purchase prizes and food for General Meetings;
- b. To publish a membership newsletter;
- c. To promote GVTA events for all committees;
- d. To purchase and distribute an annual GVTA 'gift' for members;
- e. Give monthly reports at GVTA Executive meetings and general membership meetings.

8. Social

- a. To promote unity and build morale;
- b. To plan, budget for and execute a minimum of three (3) events throughout the school year - at least one (1) of these events will include all GVSD employees;
- c. To plan, budget and execute a recognition for retiring teachers as needed;
- d. To purchase prizes for all social events;
- e. Give monthly reports at GVTA Executive meetings and general membership meetings.