

**CONSTITUTION
And
BY-LAWS**

RIVER EAST TRANSCONA EDUCATIONAL ASSISTANT'S ASSOCIATION

RIVER EAST TRANSCONA SCHOOL DIVISION

AMENDED – May, 2016

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CONSTITUTION

Article 1: Name

1:01 The name shall be the River East Paraprofessional Association, hereinafter referred to as the "Association". Effective July 1, 2002 the name shall change and be known as the River East Transcona Paraprofessional Association and hereinafter referred to as the "Association". Effective May 1 2012, the name shall change and be known as the River East Transcona Educational Assistant's Association and hereinafter be referred to the "Association".

Article 2: Objectives

- 2:01 To assist in the promotion and advancement of education;
- 2:02 To safeguard and advance the interests of the educational assistant profession;
- 2:03 To promote and develop a fraternal spirit amongst the educational assistants within the area served by this Association;
- 2:04 To cooperate with other educational assistants organizations having the same or like aims and objectives;
- 2:05 To help secure conditions for its members, which will make possible the best educational assistants services.

Article 3: Membership

- 3:01 a) Any person who is employed by the River East School Division #9, the Transcona Springfield School Division #12 or the River East Transcona School Division as an educational assistant in a bargaining unit represented by the Association shall become a member of the Association.
- b) The Association may also, in the exclusive and sole discretion of the Executive of the Association, accept into membership employees engaged in employment as educational assistants in the River East School Division #9, the Transcona-Springfield School Division #12 or the River East Transcona School Division who are not in a bargaining unit represented by the Association where the acceptance into membership of such employees would foster the interests of the Association.

Article 4: Quorum

4:01 A quorum for the transaction of business at any meeting of the members shall consist of the number of members in good standing present, plus a minimum of four (4) members of the executive.

Article 5: The Executive of the Association

- 5:01 a) The Association Executive shall consist of the President, Vice-President, Secretary, Treasurer, Past President, and three (3) Members-at-Large.
- b) The President, Vice-President, Treasurer and Secretary shall each serve as members of the Executive for a two-year term. The Members-at-Large shall each serve as members of the Executive for a two-year term. The Past President shall automatically serve as a member of the Executive during the two year term immediately following his or her term as President. All members of the Executive, except the Past-President, shall be elected in accordance with Article 11. In the event the President is re-elected, the Past President shall continue in her/his position. If the Past President is unable to extend her/his duties, the position shall remain vacant.
- c) Any member in good standing and who has been a member of the Association for a minimum of 2 years may be a candidate for any executive position. (see Article 12:02)

5:02 Duties of the Executive shall include:

- To conduct the affairs of the Association
- To appoint members, if required, to act on committees
- To serve on the Negotiating Committee
- To appoint two (2) general members to sit on the Negotiation Committee
- To appoint one (1) executive member as a Workplace Safety & Health Representative
- To appoint one (1) general member so sit on the Liaison Committee
- Refer to the Duties of Executive Offices Document

President:

- To call and preside at all meetings of general membership and Executive;
- In conjunction with other executive members to authorize the expenditures of the Association
- To be an ex-officio member of committees;
- To prepare, in consultation with the Executive, an agenda for meetings at which he/she presides.

Vice-President:

- To attend meetings;
- To take full charge of the affairs of the Association and assume all duties of the President during the President's absence;
- To assume a role as active liaison with the contact reps.
- To act as liaison between the Superintendents Department and the Association's Professional Development Committee

Secretary:

- To attend meetings;
- To keep an accurate record of all proceedings at meetings;
- To bring before the Executive all official notices and communications;
- To give the necessary notice to representative or members of any regular or special meetings;
- To send meeting minutes to the president for approval within fifteen (15) days and to the membership within thirty (30) days following the general meeting;
- To keep a roll of the membership together with their addresses and record the number of members present at each regular meeting and publish same in the minutes.

Treasurer:

- To attend meetings;
- To prepare and present a budget to the Executive before the September general meeting;
- To keep an accurate record of all monies collected and take charge of same;
- To keep an accurate record of all expenditures of the Association;
- To pay all debts incurred by the Association as authorized by the Executive;
- To give a comprehensive report indicating the financial status of the Association;
- To deliver a report of assets and expenditures to the Association membership at each General meeting

Past President:

- To attend meetings;
- To be available to give assistance to the other members of the executive when required;
- To assume responsibilities when required

Members-at-large:

- To attend meetings;
- To be available to give assistance to the other members of the Executive when required;
- To act as liaison between the Executive and the Social Committee;
- To assume responsibilities when required.

5:03 Meetings of the Executive:

- a) The newly elected Executive shall meet with the past Executive prior to the end of June to transfer the Association records to the incoming Executive;
- b) the President shall have authority to call a meeting of the Executive at any time;
- c) any two members of the Executive may call a meeting of the Executive at any time; notice of meetings to members of the Executive may be given in writing or by telephone to the school where the member is working.

5:04 Any member of the Executive who misses two consecutive meetings without due cause may be requested to relinquish his/her position and it may be filled by appointment by the Executive until such time as a general election of a new officer can be held.

5:05 Any office vacated or newly created at any time during the year shall be filled for the balance of the year by direction of the Executive. The position shall subsequently be filled for the next year at the next Annual General Meeting in accordance with Article 11, regardless of the length of the term of the vacated or newly created office.

Article 6: General Membership Meetings

- 6:01 A general membership meeting shall be held every second month.
- 6:02 The Executive of the Association may also call a meeting of the general membership when it deems that the situation warrants such a meeting.
- 6:03 On receipt of a petition signed by twenty five (25%) percent of the members of the Association, the President or Secretary shall call a meeting of the members. This meeting must take place within two weeks of the receipt of said petition.
- 6:04 Any question arising at any general meeting whatsoever regarding conduct or procedure will be determined by Bourinot's Rules of order.
- 6:05 Photocopies of the RETEA Treasurer's Report are to be made available to all members attending the General Meetings and the Annual Meeting of the Association. The Treasurer will distribute one photocopy per table, at the start of the meeting. Once the motion to accept the Treasurer's Report has been passed, all photocopies will be collected and destroyed by the Treasurer. If all copies are not returned to the Treasurer at the end of each meeting, this practice will stop until the beginning of the next school year.

Article 7: Committees:

Executive members shall not serve as chairpersons of any committee except Negotiations and Liaison.

7:01 Negotiating Committee: This committee shall be comprised of the President, Vice-President, Secretary, Treasurer plus two other appointed members.

The duties of this committee shall include:

- i) To formulate policy regarding salary negotiations and the welfare of the members of the Association;
- ii) To negotiate for changes in the collective agreement with the Division;
- iii) To appoint additional members as may be required to assist the committee in research and policy formation;
- iv) To serve as a means of liaison between the members of the Association and the Division and/or the Superintendent's Department;

7:02 Nominating Committee: This committee shall be comprised of the Past President and two (2) Members at large.

The duties of this committee shall include:

- i) Request nominations from the membership;
- ii) Prepare a slate of officers to be distributed with the May "Notice of General Meeting";
- iii) Secure consent of each nominee.

7:03 Social Committee:

The duties of this committee shall include:

- i) To arrange for refreshments or food as requested by the Executive;
- ii) To arrange the Annual Recognition Evening;
- iii) To arrange other social activities as directed by the membership;
- iv) To confer with the Member at large.
- v) Any member of the Committee who misses two consecutive meetings without due cause may be requested to relinquish her/his position and it may be filled by appointment by the Executive;

7:04 Professional Development Committee:

The duties of this committee shall include:

- i) To promote professional development within the Association;
- ii) To determine eligibility of members requesting professional development funding;
- iii) To allocate funds to members of the Association in accordance with the professional development funding policy;
- iv) To survey Association members to determine current and future professional development requirements;
- v) Any member of the Committee who misses two consecutive meetings without due cause may be requested to relinquish her/his position and it may be filled by appointment by the Executive;

7:05 Liaison Committee:

This committee shall be comprised of the Vice-President, who will act as Chairperson, the President, and one (1) appointed general member.

The duties of this committee shall include:

- i) To meet with the Division to discuss and recommend action on matters of joint concern
- ii) To provide a report to the members

Article 8: Honoraria

- 8:01
- a) President - \$1200.00
 - b) Past President - \$600.00
 - c) Vice - President - \$800.00
 - d) Secretary - \$900.00
 - e) Treasurer - \$1200.00
 - f) Member-at-large - \$400.00
 - g) Each Negotiating Committee Member - \$300.00
 - h) Professional Development Committee - \$50.00 per committee member and \$300.00 to committee expense account
 - i) Social Committee - \$50.00 per committee member \$300.00 to committee expense account
 - j) Specially appointed committees for extensive work - an amount to be recommended by the Executive and voted on at the general meeting
 - k) General volunteer work - a recognition gift.

Article 9: Dues

9:01 Dues shall be deducted at the rate of ten dollars (\$10.00) per pay, during the school year.

Article 10: Funds

- 10:01 All monies received by the Association, a committee of the Association, or any person on behalf of the Association, shall be forthwith turned over to the Treasurer for deposit in the bank account of the Association. The Treasurer shall forthwith issue a receipt for all monies received by her/him.
- 10:02 The signing officers of the Association shall be any two of the President, Vice-President, Secretary or Treasurer.
- 10:03 The Executive shall arrange for the review of records with an independent accounting firm.
- 10:04 For leaves of absence for time spent on Association business during working hours, a letter of notification for such leave shall be submitted to the Assistant Superintendent of Human Resources by the President. The maximum annual collective total for such leaves is twenty (20) working days. All costs to the Division for such leaves will be reimbursed by the Association.

Article 11: Voting

- 11:01 Each office shall be voted in turn. With the exception of acclamation, election shall be by ballot.
- 11:02 The Executive shall be elected by the membership by ballot at the last meeting of the school term. The President, Vice-President, Treasurer, Secretary and three Members-at-Large shall each hold two year terms; the President, Treasurer and two Members-at-Large to be elected in the even years and the Vice President, Secretary and one Member-at-Large to be elected in the odd years, except as follows: May 2014 Elections: The President, Treasurer and two Members-at-Large shall be elected for a two-year term and the Vice President and one Member-at-Large shall be elected for a one year term.”
- 11:03 Voting for acceptance of the collective agreement - The negotiated agreement to be ratified by secret ballot by a majority of those present at a meeting called to ratify the agreement.

Article 12: Annual General Meeting

- 12:01 An annual general meeting shall be held in the month of May, at which time the election of officers will be held.
- 12:02 Any member in good standing and who has been a member of the Association for a minimum of 2 years can run for any open or vacant office provided that notice of candidacy is received by the Chair of the Nominating Committee at least thirty (30) days prior to the Annual General Meeting. Notice of all candidates for all offices being elected will be distributed to all members at least fifteen (15) days prior to the Annual General Meeting.
- 12:03 Every member shall receive written notification of date and place at least fifteen (15) days prior to the meeting.

Article 13: Amendments to the Constitution

- 13:01 This constitution / by laws may be amended at any general meeting by a two-thirds vote of the Members present, provided "Notice of Motion" has been presented fifteen (15) days prior to the General meeting.
- 13:02 "Notice of Motion" shall be made in writing by members and delivered to the secretary of the Association at least thirty (30) days prior to the general meeting.
- 13:03 Such amendments must receive approval of the executive before being presented at the general meeting.

By - Laws

1. Order of Business

The order of business may be suspended by a two-thirds vote of members present at any meeting except where a Notice of Motion has been duly given at a previous meeting or by mail at least ten (10) days prior to the meeting. Such motion shall have precedence after the reading of the minutes of previous meeting.

- a) Reading of minutes of previous meeting
- b) Business arising out of minutes
- c) Correspondence
- d) Accounts and Treasurer's report
- e) Reports of Committees
- f) Unfinished Business
- g) New Business

2. Rules of Order

a) Motions: Members wishing to present a motion at any membership meeting must submit a written and signed "Notice of Motion" stating the intent of the motion at least thirty (30) days before the next regularly scheduled membership meeting to the Secretary of the Association. Such notice must be distributed to the membership at least fifteen (15) days before the regularly scheduled meeting.

b) No motion shall be voted on unless properly moved and seconded. A motion may be amended and sub-amended but the Chair shall permit no further amendments to a motion. If a motion has been amended, the amendment shall first be put to a vote and if carried, the motion as amended shall be voted on.

c) Questions: When a motion is before the meeting, no other motion shall be in order except:

- i) To postpone indefinitely;
- ii) To amend;
- iii) To refer to a committee;
- iv) To postpone to a certain date;
- v) To lay on the table;
- vi) To adjourn (which cannot be debated).

d) Amendments: These By-Laws may be amended by a two-thirds vote of the members present at a general meeting, providing Notice of Motion in writing has been given to the members at least fifteen (15) days prior to the meeting.

3. General Meetings

In addition to the regularly scheduled general meetings, the officers may call additional meetings of the Association from time to time throughout the year when deemed necessary. Notice of such meetings shall be given to all members at least ten (10) days prior to the meeting.

4. Executive Meetings

The Executive shall have at least (10) meetings in the course of a year.

5. Quorum

A quorum of the Executive shall consist of not less than six (6) members.

