

Nova Scotia Teachers Union



***Dartmouth Local
Operational Procedures***

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Dartmouth Local Operational Procedures Table of Contents

<u>Article</u>	<u>Title</u>	<u>Page #</u>
1.00	Duties of the Local Executive	2
1.01	Duties of the Local President	2
1.02	Duties of the Local First Vice-President	3
1.03	Duties of the Local Immediate Past President	3
1.04	Duties of the Local Secretary	4
1.05	Duties of the Local Treasurer	4
1.06	Duties of the Local Vice-President – Communications	5
1.07	Duties of the Local Vice-President – Professional Development	5
1.08	Duties of the Local Members at Large (3 positions)	5
2.00	Duties of the NSTU Representative	5
3.00	Duties of Local Committees	6
3.01	Duties of the Finance Committee	6
3.02	Duties of the Nominating Committee	6
3.03	Duties of the Communications (Public Affairs/Public Relations) Committee	7
3.04	Duties of the Professional Development Committee	7
3.05	Duties of the Resolutions Committee	8
4.00	Meeting Protocols and Agendas	8
4.01	Local General Meeting Agenda	9
4.02	Local Executive Meeting Agenda	9
5.00	Leadership Training	10
6.00	Honoraria	10
7.00	Local Signing Officers	10
8.00	Amendments	11
Appendix A	List of the Local’s Educational Sites	12

Dartmouth Local Operational Procedures

1.00 DUTIES OF THE LOCAL EXECUTIVE

1. The Local Executive shall conduct the business of the Local under the direction of the Local's general membership.
2. The Local Executive shall present to the Local's Annual General Meeting:
 - a. a financial statement for the preceding fiscal year;
 - b. a proposed budget for the upcoming year;
 - c. a report of the Local's activities for the year; and
 - d. a report of the Local's expected activities for the upcoming year.
3. The Local Executive shall receive and disburse all Local funds in accordance with the Nova Scotia Teachers Union's By-Laws, Standing Orders, and Operational Procedures.
4. Local Executive members shall regularly attend meetings and perform their duties as required.
5. Local Executive members shall present written reports to Local General Meetings regarding their activities.
6. The Local Executive may assist educational sites in the election of NSTU representatives and alternate representatives.
7. The Local Executive shall be responsible for the administration of all Local Standing Committees. The Local Executive shall have the sole authority to approve all decisions of Local Standing Committees.
8. The Local Executive shall call special meetings in the event of an emergency or special need.
9. All Local Executive members shall maintain a written record of their work and shall forward it to their successors.

1.01 DUTIES OF THE LOCAL PRESIDENT

The duties of the Local President shall include, but are not limited to the following:

1. The Local President shall be the official spokesperson for the Local on Local matters excluding bargaining unit issues.
2. The Local President or designate shall preside at all General Meetings and Executive Meetings of the Local.

3. The Local President, in consultation with the Local Secretary, shall prepare agendas for all General Meetings and Executive Meetings of the Local.
4. The Local President shall be an ex-officio member of all Local committees.
5. The Local President shall communicate with the General Membership regularly.
6. The Local President shall review the Local's Constitution and Operational Procedures during the first meeting of the Local Executive each year.
7. The Local President, in consultation with the Local Executive, shall appoint an Executive member with the following responsibilities:
 - a. New Member Contact person;
 - b. Substitute Teacher Contact person; and
 - c. Equity Contact person.
8. The Local President shall perform such duties as directed by the Local's General Membership and the Local Executive.

1.02 DUTIES OF THE LOCAL FIRST VICE-PRESIDENT

The duties of the Local First Vice-President shall include, but are not limited to the following:

1. In the absence of the Local President, the Local First Vice-President shall assume the duties of the Local President.
2. The Local First Vice-President shall present the Local's views concerning improved working conditions for members to the Regional Representative Council and Regional Economic Welfare Committee.
3. The Local First Vice-President shall conduct economic welfare training in the Local under the direction of the Regional Representative Council and/or Regional Economic Welfare Committee.

1.03 DUTIES OF THE LOCAL IMMEDIATE PAST PRESIDENT

The duties of the Local Immediate Past President shall include, but are not limited to the following:

1. The Local Immediate Past President shall act in an advisory capacity to the Local President and the Local Executive.

1.04 DUTIES OF THE LOCAL SECRETARY

The duties of the Local Secretary shall include, but are not limited to the following:

1. The Local Secretary shall record, maintain, archive, and distribute official copies of the minutes of all General Meetings and Executive Meetings of the Local.
2. The Local Secretary shall maintain a record of attendance at all General Meetings and Executive Meetings of the Local.
3. The Local Secretary shall maintain all official records of the Local including the Constitution, Operational Procedures, and Local Membership Registry and ensure that appropriate revisions are processed.
4. The Local Secretary shall provide the Local Constitution, Local Operational Procedures, approved General Meeting Minutes, and approved Executive Meeting Minutes to Local members upon request.
5. The Local Secretary shall maintain a current list of contact information for NSTU Representatives, Local Executive members, and Local standing committee members.
6. The Local Secretary shall forward to the NSTU Central Office names and contact information for the Local Executive immediately following the Annual General Meeting.
7. The Local Secretary shall circulate information regarding Local meetings and other events as directed by the Local Executive.

1.05 DUTIES OF THE LOCAL TREASURER

The duties of the Local Treasurer shall include, but are not limited to the following:

1. The Local Treasurer shall chair the Local's Finance Committee.
2. The Local Treasurer shall administer all financial matters associated with the Local and report to the Local, by means of a financial statement, at General Meetings.
3. The Local Treasurer shall be responsible for an annual audit review of the financial records of the Local in accordance with guidelines prepared by the Finance and Property Committee of the NSTU.
4. The Local Treasurer shall prepare a proposed budget for approval at the Annual General Meeting.

1.06 DUTIES OF THE LOCAL VICE-PRESIDENT – COMMUNICATIONS

The duties of the Local Vice-President – Communications shall include, but are not limited to the following:

1. The Local Vice-President – Communications shall chair the Local’s Communications Committee.

1.07 DUTIES OF THE LOCAL VICE-PRESIDENT – PROFESSIONAL DEVELOPMENT

The duties of the Local Vice-President – Professional Development shall include, but are not limited to the following:

1. The Local Vice-President – Professional Development shall chair the Local’s Professional Development Committee.
2. The Local Vice-President – Professional Development may represent the Local on the Article 60 Committee.

1.08 DUTIES OF THE LOCAL MEMBERS AT LARGE

The duties of each Local Member at Large shall include, but are not limited to the following:

1. Each Local Member at Large shall perform other duties as directed by the Local President and/or Local Executive.

2.00 DUTIES OF THE NSTU REPRESENTATIVE

1. The NSTU Representative shall request time on staff meeting agendas for NSTU updates.
2. The NSTU Representative shall organize a minimum of three (3) meetings per year with the NSTU members at the educational site in order to:
 - a. obtain NSTU members’ views on professional and economic welfare matters, and
 - b. disseminate information to members concerning Local and Provincial matters.
3. The NSTU Representative shall present the views and concerns of their educational site to the Local Executive.
4. The NSTU Representative shall be knowledgeable about the policies and procedures of the Local and the NSTU.
5. The NSTU Representative shall direct member requests to the appropriate Local, Regional or Provincial authority.

6. The NSTU Representative shall encourage new member involvement with Local activities.
7. The NSTU Representative shall attend General Meetings of the Local.
8. The NSTU Representative shall post agendas for General Meetings of the Local.
9. The NSTU Representative shall distribute material received from the Local, Regional or Provincial NSTU to members on site.
10. The NSTU Representative shall conduct educational site votes as directed by the Local, Region, or Provincial NSTU.
11. The NSTU Representative shall aide the Local Secretary in the collection of information for the Membership Registry.
12. The NSTU Representative shall promote a united teaching profession.

3.00 DUTIES OF LOCAL COMMITTEES

1. All Local Standing Committees are subcommittees of the Local Executive and as such, decisions of Standing Committees are subject to the approval of the Local Executive.
2. All Local Standing Committees shall be chaired by a Local Executive member.

3.01 DUTIES OF THE FINANCE COMMITTEE

1. Administer the audit review for the year.
2. Prepare a proposed budget for approval at a general meeting.
3. Oversee the production of a financial report for review and consideration by the Local Executive.
4. Develop and revise Guidelines for NSTU Local Expenditures.

3.02 DUTIES OF THE NOMINATING COMMITTEE

1. Administer the election of Local President by universal suffrage by:
 - a. setting an election date in accordance with the Local's Constitution;
 - b. circulating notice of nominations to NSTU Representatives at least four (4) weeks prior to the election;
 - c. circulating data sheets of nominees to all educational sites;

- d. arranging with NSTU central office for electronic voting cards; and
 - e. administering the vote through NSTU Representatives.
2. Administer the election of Local Executive members by:
 - a. circulating notice of nominations to all NSTU representatives at least three (3) weeks prior to the Local's Annual General Meeting;
 - b. presenting candidates for each open position at the Local's Annual General Meeting after making three calls for any further nominations;
 - c. conducting the vote through secret ballot; and
 - d. ensuring the destruction of ballots following the elections through motion.
 3. Oversee the election of Local Annual Council Delegates.
 4. Establish guidelines for election of NSTU representatives.
 5. Administer the selection process for Local committee membership.

3.03 DUTIES OF THE COMMUNICATIONS (PUBLIC AFFAIRS/PUBLIC RELATIONS) COMMITTEE

1. Promote the positive image of teachers of the Local.
2. Promote and explain the aims and goals of the Local and NSTU.
3. Coordinate internal communications with members.
4. Circulate information received from Local leaders and Local Committees to the general membership and other interested stakeholders.
5. Liaise with the provincial NSTU Public Affairs/Public Relations Committee.
6. Sponsor, coordinate, and host a variety of activities for Local members as directed by the Local Executive.
7. Maintain a contact file of MLAs, MPs, municipal council members, and other persons with an interest in public education.
8. Meet with MLAs in order to maintain an open line of dialogue between the Local and the government.

3.04 DUTIES OF THE PROFESSIONAL DEVELOPMENT COMMITTEE

1. Organize professional development activities, seminars, and workshops for the Local.

2. Help coordinate professional development activities with the employer which benefit teachers.
3. Advise the Local Executive regarding professional development issues.
4. Liaise with the provincial NSTU Professional Development Committee.
5. Administer the Local's scholarships and bursaries.

3.05 DUTIES OF THE RESOLUTIONS COMMITTEE

1. Forward the name of the Local's Resolutions Committee Chair to NSTU Central Office by October 1st of each year.
2. Inform the Local's General Membership of submission procedures and time lines.
3. Assist members in preparing resolutions and accompanying briefs for submission.
4. Distribute copies of proposed resolutions to members prior to the General Meeting in which they will be discussed.
5. Submit Local resolutions which were approved at the Local's General Meeting to the provincial Resolutions Committee. Ensure that NSTU Central Office receives a copy of the minutes for the General Meeting where resolutions were approved.
6. Brief the Local's delegation to Annual Council regarding speakers to Local's resolutions during Council.

4.00 MEETING PROTOCOLS AND AGENDAS

1. All Local General Meetings shall be scheduled prior to the first day of classes and the date, time, and location shall be communicated to members within the Local by September.
2. The Local shall be governed by Parliamentary Procedures as set forth by the Provincial Executive.
3. The Local will include a Restorative (Relational) Approach philosophy when conducting meetings.
4. Local Resolutions to Annual Council must be approved at a General Meeting and should fall under New Business.

5. Election of Local Annual Council Delegates must be conducted at a General Meeting and should fall under New Business.
6. Filing of the Local's Financial Statement for the previous school year must be approved at the Local's Annual General Meeting and should fall under the Treasurer's Report.
7. Adoption of a Budget for the following school year must be approved at the Local's Annual General Meeting and should fall under New Business.
8. Election of Local Executive Members must be conducted at the Local's Annual General Meeting and should fall under New Business.

4.01 LOCAL GENERAL MEETING AGENDA

1. Call to Order
2. Adoption of Agenda
3. Disposition of the Minutes from previous meeting
4. Correspondence
5. Reports from Local Officers and others
 - a. President
 - b. Treasurer
 - c. Members at Large
 - d. First Vice-President
 - e. Vice-President – Communications
 - f. Vice-President – Professional Development
 - g. Regional Representative Council Member
 - h. Provincial Executive Member
 - i. Staff Liaison Officer
6. Unfinished Business
7. New Business
8. Announcements
9. Adjournment

4.02 LOCAL EXECUTIVE MEETING AGENDA

1. Call to Order
2. Adoption of Agenda
3. Disposition of Minutes from previous meeting
4. Correspondence
5. President's Report
6. Reports from Committee Chairs
 - a. Finance Committee
 - b. Nominating Committee

- c. Communications (Public Affairs/Public Relations) Committee
 - d. Professional Development Committee
 - e. Resolutions Committee
7. Report from Regional Representative Council member
 8. Report from Provincial Executive member
 9. Unfinished Business
 10. New Business
 11. Announcements
 12. Adjournment

5.00 LEADERSHIP TRAINING

1. Annually there shall be an in-service session for NSTU Representatives on the topic of governance principles and practices which includes roles and responsibilities, fiduciary obligations, and constitutional requirements. A similar in-service session for Local Executive members shall be held at least every second year.
2. Annually there shall be leadership training for Local NSTU Representatives.

6.00 HONORARIA

1. NSTU Representatives: Shall be paid an honorarium of \$50.00 for each Local General Meeting that they attend. This will be paid out as a lump sum payment in May or June.
2. Local Executive Members: Shall be paid an honorarium based on their position and according to the following schedule:
 - a. Local President - \$3500.00
 - b. Local Treasurer - \$2800.00
 - c. Local VPs - \$2400.00
 - d. Local Members at Large - \$1800.00
 - e. Local Secretary - \$1800.00
3. These will be paid out in two equal installments in November/December and May/June.

Honoraria are a taxable benefit; payment must be handled through NSTU Central Office.

7.00 LOCAL SIGNING OFFICERS

1. From the Local Executive, a minimum of three (3) signing officers shall be bonded for the disbursement of Local funds and other banking purposes.
2. The Local Treasurer shall be one of the signing officers.

8.00 AMENDMENTS

1. Procedures for amending Operational Procedures are outlined in the Model Local Constitution under Article XII.
2. The Local Operational Procedures shall be automatically reviewed every three (3) years with the last review occurring in the 20/21 school year.

APPENDIX A

The Dartmouth Local includes the following Educational Sites:

Admiral Westphal Elementary
Alderney Elementary
Bel Ayr Elementary
Bicentennial
Brookhouse Elementary
Caledonia Junior High
Crichton Park Elementary
Dartmouth - All City Music
Dartmouth High
Dartmouth South Academy
Ellenvale Junior High
Eric Graves Memorial Junior High
Harbour View Elementary
Hawthorn Elementary
HRCE Central Office
Ian Forsyth Elementary
John MacNeil Elementary
John Martin Junior High
Michael Wallace Elementary
Mount Edward Elementary
Portland Estates Elementary
Prince Andrew High
Shannon Park Elementary
South Woodside Elementary