

1. Zones

- a. The schools in each of the five zones of the NWTA shall be:
Zone 1: Dorintosh, Goodsoil, Loon Lake, Pierceland, Rapid View
Zone 2: Meadow Lake
Zone 3: Edam, Glaslyn, Turtleford
Zone 4: Hillmond, Paradise Hill, St. Walburg
Zone 5: Lashburn, Maidstone, Marsden, Marshall, Neilburg
- b. Zones are to ensure that each school staff knows who is representing them, but individuals who are running for election or who are elected do not have to be teaching or residing in that zone.

2. Financial Matters

- a. Accounts
 - i. Synergy Credit Union (Maidstone Branch) manages a chequing account and a savings account on behalf of the NWTA. The treasurer, president, vice president and one other member will have signing authority (two must be signatories).
 - ii. The NWTA holds a business account with the Canada Revenue Agency for the purpose of issuing T4A slips for honoraria. The treasurer, president and vice-president will be officers of this account.

b. Auditor

The NWTA will select its auditor at the annual general meeting.

c. Honoraria & Gifts

- i. An honorarium will be paid to the President for the amount as specified in the Constitution. This honorarium will be paid out in four installments at the executive meetings in October, January, March and May.
- ii. An honorarium will be paid to the members of the executive listed below. The amount will be affirmed each spring by the general assembly.
Vice-President..... \$500
Councillors..... \$500 each
LINC, PD & PR Chairs..... \$500 each
Secretary..... \$500
Treasurer..... \$2500
- iii. An honorarium will be paid to members of the LINC committee in bargaining years only. The amount will be affirmed each spring (prior to the agreement's expiry) by the general assembly.
LINC Members..... \$250
- iv. A school staff liaison attending an SSL assembly shall be paid an honorarium of \$25. Only one honorarium will be paid per school per meeting. This amount should be claimed on an expense claim form each meeting. This amount will be affirmed each spring by the general assembly.

- v. Each NWTa superannuating teacher will receive a gift of \$15 per full year of service with the Northwest SD with a minimum amount of \$90. Every effort will be made to have this honorarium paid at the annual Gala.
 - vi. Each intern that completes a four-month student teaching assignment will receive an honorarium in appreciation of their work in their assigned schools.
 - 1. Each intern that completes of a four-month student teaching assignment will receive an honorarium of \$200 in appreciation of their work in their assigned schools.
 - vii. Any teacher paid honoraria of \$500 or greater per calendar year will be issued a T4A slip.
- d. Reimbursement of Expenses
- i. NWTa members are eligible for travel expense reimbursement for the following committees and/or purposes:
 - 1. Executive/SSL meetings
 - 2. Standing Committee Meetings
 - 3. Other meetings or purposes that are approved by the Executive.
 - ii. Travel expense claims will be at the approved rates based on the NWSD distance chart.
 - iii. Other expenses for NWTa approved events/celebrations/etc. will be reimbursed with a receipt and completed expense sheet detailing the purpose and expenditure of said expenditure.

3. Budget

- a. At each spring general assembly, the treasurer will present a budget for the upcoming year. The following categories must be considered and presented in the budget. Some suggested formulas are included, but are only suggestions (modifications may be made).
 - i. Income
 - 1. Member Fees Formula
(Number of Teachers Employed in March) x (Proposed Yearly Fee)
 - 2. Employment Insurance Rebate
Acknowledging that this amount is difficult to predict, use the formula
(Previous Year's Rebate) x 0.95
 - 3. Convention Generated Funds
This shall be submitted as part of the PD Committee's budget.
 - ii. Expenses
 - 1. Administration
This amount includes postage, website, photocopying, technology,

auditor and other general administration expenses.

This amount is difficult to predict. The treasurer will recommend an amount that is not less than the current year's projected expenses.

2. Public Relations

The PR Committee will submit a budget for the upcoming year prior to the spring general meeting.

3. Events

This amount is difficult to predict. The treasurer will recommend an amount that is not less than the current year's projected expenses.

4. Meetings

- a. Assume that the NWTA will hold at least five executive/SSL meetings.

Assume that 1600km will be travelled for each meeting.

Assume that 30 people attend each meeting for a meal.

$$5 \times (1600 \times \text{mileage rate} + 30 \times \$12)$$

- b. Assume that the NWTA will hold one spring general meeting.

No mileage will be paid for this meeting. Assume that 70

people attend this meeting for a meal. Budget \$10 per person for door prizes.

$$70 \times (\$12 + \$10)$$

- c. In LINC negotiation years, assume that there will be six meetings. Assume that 250 km will be travelled for each meeting. Each member will require a meal.

$$6 \times (250 \times \text{mileage rate} + 5 \times \$12)$$

- d. Assume that space will be rented three times for meetings.

$$3 \times \$100$$

- e. Assume that other meeting expenses will occur, such as councilor meetings and special meetings.

5. Convention

The PD Committee will submit a budget for the upcoming year prior to the spring general meeting.

6. Honoraria

- a. The number of retirees can be difficult to predetermine. The treasurer will recommend an amount that is not less than the current year's projected amount. A demographics survey may be used.

- b. Executive members will be budgeted at

$$12 \times \$500 = \$6000$$

- c. In LINC negotiation years, add \$1000.

- d. The president's honorarium will be budgeted using the maximum class V salary according to the Provincial Salary Grid.
(Class V Max Salary) x 0.1

- i. The president is not eligible for a councillor honoraria, as they are a councillor-at-large upon election.
- e. The number of interns assigned to schools in NWSD can be unavailable at budget time. The treasurer will recommend an amount that is not less than the current year's projected expenses.

7. Other Expenses

A consideration will be made for other expenses such as donations and gifts to other organizations, especially those that are intrinsically related to education and teacher advocacy.

4. Elections

- a. At the SSL assembly prior to the spring general meeting, a returning officer will be chosen by the assembly. The returning officer may not seek election to any executive position nor hold an executive position.
- b. Nominations, signed by two members, will be accepted by the returning officer up to the beginning of the general meeting; however nominations will also be accepted from the floor.
- c. Candidates will be given the opportunity to address the AGM before voting. Each candidate may have 2 minutes to address the meeting. Questions at the end of this time will not be allowed.
- d. Nwta elections will be conducted using a secret ballot. All members present will be entitled to a vote.
- e. After the ballots have been counted by the returning officer, appointed prior to the annual general meeting, and verified by any requesting member present, the ballots will be destroyed.
- f. Elections will take place in the following order: president, vice president, Nwta/STF councillors, local implementation and negotiation committee (LINC).
 - i. Unsuccessful candidates have the opportunity to continue to be nominated down the ballot during the election process.

5. Professional Development

- a. The North West Teachers' Association shall encourage all members to participate in professional development.

6. Nwta Scholarship

- a. Application deadline is August 15.
- b. Open to applicants who are children of members of the North West Teachers' Association who are entering their internship (16 week) year of Education. Applicants do not have to be high school graduates of the Northwest School Division.

- c. The scholarship will be awarded every year only if suitable applicants are available.
- d. Applicant must be registered (and provide proof of registration) for the 16-week practicum that would occur in following ten months.
- e. Applicants must submit a letter of recommendation from the supervising teacher of his/her 3 week practicum and from one professor.
- f. Applicants must submit a response of no more than 250 words for ONE of the following questions in the cover letter of their application:
 - i. What is the role of experienced teachers in helping new teachers as they enter the profession?
 - ii. What led you to choose teaching as your profession?
 - iii. What do you feel the importance of a local association (the North West Teachers' Association) and/or the provincial organization (the Saskatchewan Teachers' Federation) is to you as a teacher?
- g. Application should be submitted by email to the current president of the North West Teachers' Association.
- h. Amount - \$1000 scholarship per successful candidate to a maximum of 2 candidates
- i. Each year the NWTA President may appoint 3 Executive members or SSLs to make the selection(s). The committee members should not be related to any applicant, nor can they have previously taught the applicant.