

**PROFESSIONAL  
ASSOCIATIONS  
PROFESSIONNELLES**

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2025–2026

N S T U

**PROFESSIONAL  
ASSOCIATIONS  
HANDBOOK**

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<https://nstu.ca/professional-associations>

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# NSTU Staff 2025–2026

| Do you have questions as a PA Executive? If so, please reach out to the following team members... |  |  |
|---|--|--|
| Professional Learning Staff   |  | Role   |
| Pamela Langille,<br>Professional Learning   | <a href="mailto:plangille@staff.nstu.ca">plangille@staff.nstu.ca</a>     | Questions regarding ongoing Professional Association business not associated with conference; (See list below) |
| Amanda O'Regan-Marchand,<br>Professional Learning   | <a href="mailto:amarchand@staff.nstu.ca">amarchand@staff.nstu.ca</a>     | Questions relating to conference planning  |
| Wendie Wilson, BIPOC<br>Engagement and Advocacy   | <a href="mailto:wwilson@staff.nstu.ca">wwilson@staff.nstu.ca</a>         | Questions regarding ongoing Professional Association business not associated with conference; (see list below) |
| Melanie Waye,<br>Financial Officer  | <a href="mailto:mwaye@staff.nstu.ca">mwaye@staff.nstu.ca</a>             | Questions regarding Professional Association finances/training and support for PA Treasurers.                  |
| Louis Robitaille,<br>Research, Policy and Governance  | <a href="mailto:lrobitaille@staff.nstu.ca">lrobitaille@staff.nstu.ca</a> | Questions relating to constitutions, operational procedures and resolutions;                                   |
| Professional Learning Support Staff   |  |  |
| Janice MacKenzie  | <a href="mailto:paconferences@nstu.ca">paconferences@nstu.ca</a>         | Information regarding your conference (Theme, session descriptions, fees, etc.)                                |
| Taylor Parnell-Stanford   | <a href="mailto:reception@nstu.ca">reception@nstu.ca</a>                 | Booking accommodations at our host hotel/NSTU Building at least 3 weeks in advance                             |

## NSTU Executive Staff Officer Liaisons to P.A.s

| <b>Amanda O'Regan-Marchand</b><br><a href="mailto:amarchand@staff.nstu.ca">amarchand@staff.nstu.ca</a> | <b>Pam Langille</b><br><a href="mailto:plangille@staff.nstu.ca">plangille@staff.nstu.ca</a> | <b>Wendie Wilson</b><br><a href="mailto:wwilson@staff.nstu.ca">wwilson@staff.nstu.ca</a> |
|--|---|--|
| Association des Enseignants Acadiens (AEA)   | Association of Science Teachers (AST)   | Art Teachers Association (ATA)   |
| Association of Teachers of English of Nova Scotia (ATENS)  | Association of Teachers of Every Child (ATEC)   | Nova Scotia Association of Teacher for Equity in Education (NSATEE)                      |
| Business Education Teachers Association (BETA)   | Association of Teachers for Young Adolescents (ATYA)  | Family Studies Teachers Association (FSTA)   |
| Career and Technology Education Association of Nova Scotia (CTEANS)                                    | Educational Drama Association of Nova Scotia (EDANS)  | Social Studies Teachers Association (SSTA)   |
| Nova Scotia Teachers Association for Literacy & Learning (NSTALL)                                      | Mathematics Teachers Association (MTA)  |  |
| Primary Elementary Teachers Association (PETA)   | Nova Scotia Music Educators' Association (NSMEA)  |  |
| Teachers Association for Physical & Health Education (TAPHE)   | Nova Scotia School Counsellors Association (NSSCA)  |  |
| Professional Association Coordinating Committee (PACC)   | Psychologists in School Association (PISA)  |  |
|  | Speech-Language Pathologists & Audiologists Association (SPAA)                              |  |

# Who is PACC and what is their role?

Mandate-The Committee shall:

- a. recommend procedures to the Provincial Executive with regard to the operation of Professional Associations;
- a. make recommendations to the Provincial Executive regarding the formation or disbandment of Professional Associations;
- a. advise the Provincial Executive on Professional Association matters;
- a. monitor the financial status of Professional Associations;
- a. circulate PACC Minutes to PA Presidents once approved;
- a. assist the officers of Professional Associations in organizing, managing, and directing the business and affairs of their respective Associations;
- a. receive the annual reports of Professional Associations;
- a. consider such resolutions submitted to Annual Council to make recommendations for Council’s consideration where appropriate;
- a. organize and facilitate an annual Professional Associations Leaders Conference; and,
- a. perform such other functions or tasks as assigned by the Provincial Executive of the NSTU

|   |  |  |  |
|---|--|--|--|
| <b>Executive Staff Liaison</b>  |  | <a href="#">Amanda O’Regan-Marchand</a>  |  |
| <b>Provincial Executive Liaison</b>   |  | <a href="#">Peter Murphy</a>             |  |
| <b>Prior to each meeting of PACC, a member of the committee will make contact via email with their assigned Professional Association as per the chart below to gather any questions or discussion points to be shared during their meeting.</b> |  |  |  |
| <b>Member of PACC</b>   | <b>Professional Association</b>              | <b>Professional Association</b>          | <b>Professional Association</b>          |
| (Chair TBD)   | EDANS<br><a href="#">Jenn Priddle</a>        | FSTA<br><a href="#">Suzi Synishin</a>    |  |
| <a href="#">Dionne Reid</a><br>(PACC BETA)  | ATENS<br><a href="#">Liam Timmons</a>        | MTA<br><a href="#">Erick Lee</a>         | PETA<br><a href="#">Jamie Timmons</a>    |
| <a href="#">Steven Corbett</a><br>(PACC – SSTA)   | AST<br><a href="#">Jessica Goora</a>         | NSLTA<br><a href="#">Laura McCulley</a>  |  |
| <a href="#">Meghan MacNeil</a><br>(PACC -SPAA)  | NSATEE<br><a href="#">Jeffrey Purchase</a>   | TAPHE<br><a href="#">Kaelin Tingley</a>  |  |
| <a href="#">Theresa Jennings</a><br>(PACC-ATEC)   | ATA<br><a href="#">Jessie Tasker</a>         | AEA<br><a href="#">Stephanie MacLean</a> | CTEANS<br><a href="#">Andrew Seymour</a> |
| <a href="#">Leisje Squires</a><br>(PACC-NSLTA)  | PISA<br><a href="#">Natasha Yorke-Philip</a> | NSMEA<br><a href="#">Dina Burt</a>       |  |

# I. Professional Association Presidents

The Presidents of Professional Associations now have access to an email list serve at [papresidents@nstu.ca](mailto:papresidents@nstu.ca).

| Professional Association   | President (*new)                            | Email  |
|--|---|--|
| Association des Enseignants Acadiens (AEA)                           | Noé Bourque*<br>(Acting President 25/26)*   | <a href="mailto:presidentaea@nstu.ca">presidentaea@nstu.ca</a>       |
| Association of Science Teachers (AST)                                | Jessica Goora*                              | <a href="mailto:astpresident@nstu.ca">astpresident@nstu.ca</a>       |
| Art Teachers Association (ATA)                                       | Jessie Tasker                               | <a href="mailto:atapresident@nstu.ca">atapresident@nstu.ca</a>       |
| Association of Teachers of Every Child (ATEC)                        | Theresa Jennings                            | <a href="mailto:atecpresident@nstu.ca">atecpresident@nstu.ca</a>     |
| Association of Teachers of English of Nova Scotia (ATENS)            | Liam Timmons                                | <a href="mailto:atenspresident@nstu.ca">atenspresident@nstu.ca</a>   |
| Association of Teachers of Young Adolescents (ATYA)                  | Mary Barrington- George                     | <a href="mailto:atyapresident@nstu.ca">atyapresident@nstu.ca</a>     |
| Business Education Teachers Association (BETA)                       | Brad Boudreau*<br>(Acting President 25/26)* | <a href="mailto:betapresident@nstu.ca">betapresident@nstu.ca</a>     |
| Career and Technology Education Association NS (CTEANS)              | Jonathan Imber                              | <a href="mailto:cteanspresident@nstu.ca">cteanspresident@nstu.ca</a> |
| Educational Drama Teachers Association (EDANS)                       | Jenn Priddle                                | <a href="mailto:edanspresident@nstu.ca">edanspresident@nstu.ca</a>   |
| Family Studies Teachers Association (FSTA)                           | Suzi Synishin*                              | <a href="mailto:fstapresident@nstu.ca">fstapresident@nstu.ca</a>     |
| Mathematics Teachers Association (MTA)                               | Erick Lee                                   | <a href="mailto:mtapresident@nstu.ca">mtapresident@nstu.ca</a>       |
| Nova Scotia Association of Teachers for Equity in Education (NSTAEE) | Jeff Purchase                               | <a href="mailto:nsateepresident@nstu.ca">nsateepresident@nstu.ca</a> |
| Nova Scotia Language Teachers Association (NSLTA)                    | Laura McCulley                              | <a href="mailto:nsltapresident@nstu.ca">nsltapresident@nstu.ca</a>   |
| Nova Scotia Music Educators Association (NSMEA)                      | Dina Burt                                   | <a href="mailto:nsmeapresident@nstu.ca">nsmeapresident@nstu.ca</a>   |
| Nova Scotia School Counsellors Association (NSSCA)                   | Amy Barry                                   | <a href="mailto:nsscapresident@nstu.ca">nsscapresident@nstu.ca</a>   |
| Nova Scotia Teachers Association for Literacy and Learning (NSTALL)  | Tami Cox-Jardine                            | <a href="mailto:nstallpresident@nstu.ca">nstallpresident@nstu.ca</a> |
| Primary Elementary Teachers Association (PETA)                       | Jamie Timmons                               | <a href="mailto:petapresident@nstu.ca">petapresident@nstu.ca</a>     |
| Psychologists in Schools Association (PISA)                          | Natasha Yorke- Philip                       | <a href="mailto:pisapresident@nstu.ca">pisapresident@nstu.ca</a>     |
| Speech Language Pathologists and Audiologists Association (SPAA)     | Meghan MacNeil                              | <a href="mailto:spaapresident@nstu.ca">spaapresident@nstu.ca</a>     |
| Social Studies Teachers Association (SSTA)                           | Dean Marchand                               | <a href="mailto:sstapresident@nstu.ca">sstapresident@nstu.ca</a>     |
| Teachers Association for Physical and Health Education (TAPHE)       | Kaelin Tingley                              | <a href="mailto:taphepresident@nstu.ca">taphepresident@nstu.ca</a>   |

|                            |   |   |
|----------------------------|---|---|
| <b>ii. Fireside Chats:</b> | <p><b>(4-5pm via zoom: a link will be forwarded the week before the scheduled chat)</b> Throughout the year, PL staff will be available via Zoom to support Professional Associations in their planning for conference and also to seek input into their annual Leaders (PALC) in November.</p> <p>A schedule of these virtual “Fireside Chats” for the 2025-2026 year is as follows and is subject to change based on NSTU Staff availability.</p> |   |
|                            | <b>September 9<sup>th</sup> and 23<sup>rd</sup></b>   | <b>February 10<sup>th</sup> and 24<sup>th</sup></b> |
|                            | <b>October 7<sup>th</sup> and 14<sup>th</sup></b>   | <b>March 10<sup>th</sup> and 24<sup>th</sup></b>    |
|                            | <b>November 4<sup>th</sup></b>  | <b>April 7<sup>th</sup> and 21<sup>st</sup></b>     |
|                            | <b>December 9<sup>th</sup></b>  | <b>May 12<sup>th</sup> and 26<sup>th</sup></b>      |
|                            | <b>January 13<sup>th</sup></b>  | <b>June 9<sup>th</sup></b>                          |
|                            | <b>Please note that these opportunities are available to ANY member(s) of the PA Executive/planning committee who are available and interested in attending.</b>  |   |

**iii. Team of Enthusiasts**

Professional Associations are the NSTU’s subject area enthusiasts. We are inviting members of our PAs to offer their time and experience to our “Team of Enthusiasts”. Members of this team may be called upon for their input into upcoming projects and other related work within the Department of Education and Early Childhood Development.

## II. Timelines for Conference Planning and Reporting, and Other Important Dates

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### August

- PA Presidents or designates invited to attend the **NSTU Leadership Conference**.
- 4<sup>th</sup> Friday in August: previews** of conference setup and webpages forwarded to registrars.
- Last full week** in August, **Conference Posters** delivered to educational sites from NSTU Central Office. “ATTN NSTU REP-TIME SENSITIVE” with directions to pass along to NSTU representatives.

### September

- Conference summaries** appear in the September edition of The Teacher.
- Conference Registration testing phase with PA Executives.
- 2<sup>nd</sup> full week in September**, online conference **registration** open to **NSTU Members on Monday or on Thursday in coordination with teachers’ pay periods**.
- Fireside chat(s) continue (consult dates on Inside front cover).
- Registration for non-members** opens the **last Friday in September**.

### October

- Memo re: PALC** and other conference reminders by **second Friday** in October.
- 2<sup>nd</sup> Friday in October**, online conference registration is closed; refunds after this date are processed on a case-by-case basis. **NO refunds after 10 working days post-conference-exact date will be put into message for 2026.**
- 4<sup>th</sup> Friday in October** is NSTU Professional Associations Conference Day.
  - Conference events may not begin earlier than the Thursday evening prior to 4<sup>th</sup> Friday in October. Conference events may not end later than Saturday noon following the 4<sup>th</sup> Friday in October.
  - Any conference events occurring on Saturday are optional for delegates and must be billed separately from the Friday conference. Please contact your Executive Staff Officer in Professional learning with any question.
    - Professional Associations’ Annual General Meetings to be held during Conference Day. During this meeting the following reports **MUST** be presented:
      - President’s Report
      - Nominating Committee Report (Nomination and Election of PA Executive for the upcoming year. Nominees shall be members of the association, having paid the Membership Fee.
      - Conference Report (previous year’s Conference)
      - Draft Budget and motion to pass said budget
      - Resolutions committee report
      - Minutes from previous year’s AGM
    - PA Executive Information Form submitted following election of new executive.

### November

- Minutes of AGM and approved budget **MUST** be
- PALC (Professional Associations Leaders Conference): fourth Friday evening/Saturday morning In November. PAs are covered for the President or designate to attend this conference and may send one other member from their executive each year;

### December

- ON OR BEFORE December 1<sup>st</sup>**: Minutes from AGM (including any approved resolutions), President’s Report, Conference Report, Budget approved at the AGM, information required for financial internal review by Central Office, along with the names of the individuals with signing authority to be received by Financial Officer, Melanie Waye
- Confirm Membership list for the Association (Conference attendance)

- SECOND Friday in December: Deadline to submit Resolutions to Resolutions Committee for consideration for Annual Council the following May: resolutions@nstu.ca.
- Annual Council memo sent to PA Presidents;

#### **February/March**

- Registration for annual council opens. PA Presidents (or designates) register as voting delegates to Council.

#### **April**

- Pre-Council vote for PA representatives-2<sup>nd</sup> Tuesday in April (April Fireside Chat)
- Annual Council (last weekend in April/First weekend in May)
- On or before the 4<sup>th</sup> **Friday in APRIL**, **conference POSTER** information form due (theme, location, keynote, fees, and contact person) to NSTU for publication in the June edition of The Teacher.

#### **May**

- On or before the 4<sup>th</sup> **Friday in MAY**, **conference program form**: full schedule and session details due to NSTU for development of conference registrations and webpages. Changes cannot be guaranteed after August 22<sup>nd</sup>, 2025.

#### **June**

- Conference summaries appear in the June edition of The Teacher, including information about satellite sites.

|          |  |  |
|----------|--|--|
| November |  |  |
|          |  |  |
|          | <b>Teaching Together deadline</b>  | <b>PA Leaders Conference</b>   |
| December | <b>PDAF Application processing/ Meeting preparation</b>                    | <b>1<sup>st</sup> Friday:</b> Resolutions from AGM to <a href="mailto:resolutions@nstu.ca">resolutions@nstu.ca</a> |
|          | <b>Education Research Awards due</b>                                       | <b>Dec 9<sup>th</sup> Fireside Chat: Building Capacity</b>   |
| January  |  | <b>Jan 13 Fireside Chat</b>  |
|          |  |  |
|          |  |  |
| February | <b>PL Deadlines: PDAF, John Huntley</b>                                    | <b>Feb 10 Fireside Chat: Form preview</b>  |
|          | <b>CONTACT registration preparation</b>                                    | <b>Feb 24 Fireside Chat* Treasurer Team Huddle</b>   |
| March    |  | <b>March 10<sup>th</sup>: Fireside Chat</b>  |
|          |  | <b>Mar 24 Fireside Chat</b>  |
| April    | <b>PL department deadlines: PDAF, John Huntley, Full-time Study Grants</b> | <b>April 15<sup>th</sup> Pre-Council Vote and delegates info session</b>   |
|          | <b>Committee meeting/biennial conference prep</b>                          | <b>Apr 22 Fireside Chat Delegates info-the sequel and last call for Poster info form</b>                           |
|          |  | <b>POSTER INFORMATION FORM DUE THIS WEEK</b>   |

|           |  |   |
|-----------|--|---|
| May       | <b>Conference applications, Full-Time Study and Travel Fellowships</b> | <b>May 2 - 4 Annual Council</b>   |
|           |  | <b>May 12<sup>th</sup>: Fireside Chat:</b> Last call for Program Info form and review-next steps/changes  |
|           | <b>Poster being designed &amp; sent to printer</b>                     | <b>May 26<sup>th</sup> Fireside Chat:</b> Last call for Program Info form and review-next steps/changes   |
|           | <b>Develop registration &amp; conference sites</b>                     | <b>CONF. PROGRAM FORM DUE THIS WEEK</b>   |
| June      | <b>PDAF application processing/ meeting preparation</b>                | <b>June 10</b> Fireside Chat: Leadership Registration and session overview  |
|           | <b>Develop registration &amp; conference sites</b>                     |   |
| July      | <b>Develop registration &amp; conference sites/</b>                    |   |
|           | <b>Prep for CONTACT and Leadership Skills Development Institute</b>    |   |
|           | <b>NSTU Annual shutdown July 20-August 1 Inclusive</b>                 |   |
| August    | <b>NSTU Leadership Prep/NSTU Leadership</b>                            | Changes cannot be guaranteed after the 2 <sup>nd</sup> Friday.<br><b>NSTU Leadership 2025</b>   |
|           | <b>Develop registration and conference sites</b>                       | Registrar training sessions   |
| September | <b>PA Preview (Registration and webpages)</b>                          | Registrar training sessions   |
|           | <b>Opening of registration</b>   | <b>2<sup>nd</sup> full week of September for members</b><br><b>Non-members:</b>   |
| October   | <b>Preparation of materials for Conference</b>                         | <b>1<sup>st</sup> Tuesday: Fireside Chat 2<sup>nd</sup> Fri Oct Registration Closes* Register for PALC Monitoring of Conference email for refund requests</b> |
|           | <b>2<sup>nd</sup> Friday in October</b>                                | <b>Conference registration closes* (Unless your PA requests an extension)</b>   |
|           | <b>Conference Day 2025 (4<sup>th</sup> Friday)</b>                     | <b>Exec information forms</b>   |
|           | <b>1 week Post-Conference</b>  | <b>AGM Minutes and Budget to <a href="#">Melanie</a></b>  |



## Conference Planning Checklist

### **Pre-conference**

In preparing for your conference, the Professional Association shall:

- Vet and Secure a venue; ensure that you complete the accessibility questionnaire with that venue.**
- Forward your rental agreement to Amanda for signature asap.**
- Develop your conference schedule;
- Seek **volunteers** if needed to assist with tasks on Conference Day (School groups, col- leagues, etc.)
- Prepare your **annual budget** to be presented at your **AGM**
- Discuss any **resolutions** that your executive wishes to submit as these must also be passed at your **AGM**
- Advertise** any **Executive positions** that will be vacant as well as **nomination** forms on your site and/or social media channels to prepare for the AGM
- Ensure that workshops adhere to the **Occupational Health and Safety Guidelines** of your venue;
- Confirm details with your presenters;
- Contact and confirm any vendors and advise of conference details
- Ensure that your conference-related information is **ONLY communicated through your NSTU or other NON-EMPLOYER email account;**
- Ensure that meetings are not being held using the GNSPES suite of software. Google MAY be used but not GNSPES;**
- FORMS:
  - Submit **POSTER INFORMATION FORM** to the Professional Learning Department at the NSTU **prior to the posted deadline**
  - Submit **CONFERENCE PROGRAM INFORMATION FORM** **prior to the posted dead-line**
- Review your current **constitution** and compare to the model constitution located in the back of the PA Handbook online
- Notify the NSTU PL department of any changes to your conference details as soon as possible; **DO NOT RESUBMIT FORM. Please highlight any changes when communicating that information to the PL department.**
- Consider adding an auto responder to your conference email account that states something to the effect of:**  
*“Thank you for contacting the \_\_\_\_\_ (Name of PA). As full-time teachers who volunteer to plan this conference, we are working to respond to your inquiry as soon as possible and appreciate your patience.*
- Make every reasonable effort to attend Fireside Chat meetings and/or communicate questions or concerns through your **PA Staff Liaison** at the NSTU. (See Page 2)
- Check your Conference email and associated non-employer email accounts regularly;**
- Ensure that arrangements are made for the printed materials to be picked up at the NSTU office prior to Conference Day;
- Prepare an opening that includes greetings from the NSTU\* (Video link for President’s Greeting will be provided the week of conference).
- Register for the Professional Associations Leaders conference;** your PA may send one dele-

gate at the expense of the NSTU and one delegate at the expense of the PA

**Conference Day:**

- Arrive as early as possible at the venue to set up;
- Ensure that your volunteers are aware of tasks
- Share NSTU message during the opening of your conference
- AGM: See handbook page 36 for sample agenda and items that must be discussed.**

**Post-conference:**

- Send AGM and approved budget to Melanie **no later than one week following conference day.**
- Begin planning process for following year
- Attend PA Leaders conference
- Attend PA Fireside chats
- Respond to PACC liaison to share questions/concerns;
- Select a delegate to attend Annual Council on behalf of your PA (President or Designate) as a voting delegate
- Schedule and host PA Executive meetings (extend invitation to your Staff liaison where possible).

# III. Professional Association Programs, Procedures, and Protocols

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## 1. Professional Association Constitution and Operational Procedures

Each Professional Association must have 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 may be found in Appendix A of this document. A current copy of an individual Association's Constitution may be obtained by contacting the Professional Learning Department of the NSTU.

Each Professional Association is encouraged to create a set of Operational Procedures for their own use. The model operational procedures that may be used as a template is found in Appendix B of this document.

## 2. Protocol with External Agencies

Contact by NSTU Professional Associations with agencies outside the NSTU, such as the Department of Education or the Minister, can only be made after 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.

## 3. National and International Affiliation

Affiliation of NSTU Professional Associations with Canadian or International Associations may be 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 types of organizations is beneficial to their Association.

## 4. Booking Meetings and Hotel Accommodations UPDATE

The NSTU maintains a contract with a hotel in Halifax to accommodate members while travelling on Union business. **If seeking accommodation, please notify reception at least 3 weeks in advance of your proposed meeting date in order to meet requirements of our host hotel. Our NSTU is only authorized to arrange accommodations with our host hotel.**

Professional Associations may also choose to meet at the host hotel, [The Courtyard Marriot](#) in Dartmouth Crossing, at their expense. The following process is provided for Professional Associations wishing to book meetings in and around HRM:

- For meetings at the **Tom Parker Building**, please see the following [guidelines](#) the Professional Association Secretary completes this form: <https://nstu.ca/the-nstu/communications/online-forms/meeting-room-request-form>.  
For meetings at the **Courtyard Marriot Dartmouth**, the Professional Association Secretary must email the NSTU **receptionist at least 3 weeks in advance** with the date(s) of the meeting and request accommodations. **If a meeting space is required, this shall be an additional cost to the association.**

- **Meeting Notices** are sent to Professional Association Executive Members by the NSTU **Receptionist** and will contain a **link** to the **meeting response form** where Professional Association Executive Members can confirm their attendance at the meeting and indicate whether or not they require hotel accommodation.
- The NSTU Receptionist can only book 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.
- Booking outside of the host hotel: The NSTU can arrange to have direct billing with other hotels. Please contact your assigned staff officer to have this arrangement set up. The NSTU already has direct billing options set up with the hotels listed on the Deals and Discounts section of the website. When booking outside of the host hotels PAs are required to book their own reservations and reimbursement will be based on the rate available at the host hotel. Costs over and above this rate will be borne by the Professional Association.

## 5. Travelling on Professional Association Business

The NSTU requires that members travelling on behalf of an Association, for the purpose of conducting the business of the Association, must be reimbursed at NSTU travel rates. Information concerning this procedure is available by contacting the NSTU Finance Department. An expense form can be found [here](#).

## 6. Release Time for Conducting Professional Association Business

From time-to-time it may be necessary for an officer of a Professional Association to have release time from their employer to fulfill their duties to the Association. Release time requests must follow this process:

- The Association's executive must pass a motion to approve the release time prior to the date requested. This motion should appear in the minutes of the executive meeting;
- **The Association's executive member(s)** must request the release, in writing, from the employer (RCE or CSAP) **at least 3 weeks in advance** and use the code "NSTU Provincial Business". The name (acronym) of the Professional Association should be identified in the request to the employer/notes to admin (in AESOP EasyConnect). **This release time is at the discretion of the employer and is subject to operational requirements.**
- The Association is responsible for the substitute costs.
- The RCE/CSAP will bill the Professional Association through the NSTU and has up to **December 31<sup>st</sup> following the school year during which the release time was taken.** This consideration should be taken into account when calculating budgetary Items and reviewing financial Information. The NSTU will process the payment, on behalf of the PA, in the ordinary way.

## 7. Professional Learning and Curriculum Development

NSTU Professional Associations are encouraged to organize professional learning activities and curriculum development opportunities which may include the following:

- Conference planners are encouraged to include sessions targeted to early career educators. Such sessions should contain a label noting the desired participant audience.
- Conferences which are carefully designed to meet the needs of educators, with typical activities including such things as: keynote addresses, workshop demonstrations, book displays, audio-visual displays, panel discussions, small group discussions, and bell-ringer sessions.
- Regional professional learning activities which may have immediate relevance to the educators attending.
- Participation in Department of Education and Early Childhood Development provincial task forces, committees, or working groups.

- Curriculum development activities such as: evaluation of curriculum materials, the development of new courses, and student evaluation procedures are matters which can be addressed by associations.

## 8. Publications and Editor

NSTU Professional Associations are encouraged to communicate with their members using a variety of means. This may include social media such as Twitter, Facebook, or websites. The NSTU can link your social media accounts on the NSTU website. **The only limitation is that the website cannot be an employer-based site such as a gnspe Google Site.**

## 9. Professional Association Websites and Webmasters

The NSTU provides every Professional Association with the opportunity to host its own unique webpage. The association can use the NSTU platform, CMS, or they can create their own site. The NSTU provides the Association's webmaster with full instructions for administering their sites, as well as on-going support as required. For more information, contact [webmaster@nstu.ca](mailto:webmaster@nstu.ca). Items you might 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.
- Conferences and special events.

Professional Association Presidents shall have a designated NSTU email list on the NSTU website.

**Members of Professional Associations are expected to communicate via their Association NSTU email account or another non-employer email.**

**Transition planning: It is the responsibility of the Professional Association to ensure that incoming executive members have access to all technology and documents required to fulfill the association's mandate.**

# IV. Conference Planning, Procedures, and Protocols

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## 1. In Advance of Conference Planning

### **Appoint a Conference Chair**

Determining a Conference Chair should be done at the earliest possible date. Nominating the Chair for next year's Conference is part of the slate of officers presented to the Annual General Meeting and will immediately ease the association into the planning process. The appointed Chair should meet with the previous Conference Chair to discuss Conference procedures. **Form a Conference Committee.**

The Conference Committee should include the Conference Chair, PA President, PA Treasurer, and sufficient members to adequately plan your Conference. While many hands make light work, small committees tend to be most efficient.

### **Assign Duties to Committee Members**

Choose carefully. Your Conference depends on reliable self-motivated people, capable of getting their tasks done efficiently with minimum interference or support from the Chair.

## 2. Conference Committee – Roles and responsibilities

### **Conference Chair**

The Conference Chair works with a committee to design and implement the Conference. The Chair reports to the Executive of the Professional Association and gets direction from the Executive. The ultimate responsibility for ensuring the smooth running of an October Conference lies with the President; however, the Chair of the Conference Committee has a great deal of responsibility. Generally, the Conference Chair will have the following duties:

- Set agendas for meetings, call meetings, and Chair meetings of the Conference Committee.
- Determine a conference fee.
- Ensure selection and confirmation of a theme, program topics, speakers, exhibitors, and timetable of activities for Conference.
- Ensure that information is sent to the NSTU in a timely fashion for program publication in The Teacher and online registration.
- Ensure Conference registration forms and procedures are in place in a timely fashion.
- Prepare a Conference Report for submission to the NSTU Central Office and for the following year's AGM.
- Compile a detailed record of correspondence, lists of resource persons, exhibitors, speakers, committees, etc. and pass this resource on to the next Conference Chair.

### **Treasurer/Finance Committee**

Depending on the size and complexity of the Conference and the Professional Association the Association's Treasurer or a Finance Committee may be used to complete financial tasks. The duties of this individual/committee are to:

- Devise a budget taking into account the overall scope of the Conference.

- Submit expenses to NSTU Central Office.

#### **Registration Coordinator/Committee**

An individual from the Conference Committee or a separate sub-committee may be used to coordinate the registration process. The duties would include:

- Submit the conference poster form and program form on or before the published deadline;
- maintaining a list of Conference delegates/membership list
- Coordinating registration on Conference Day.
- Sending a list of member registrants to NSTU Central Office.
- Responding to all enquiries from any potential delegates and members.

#### **Recorder**

An individual should be selected from amongst the Conference Committee to perform the following duties:

- Record and circulate minutes of Conference Committee meetings.
- Prepare and update Conference Committee minutes and action sheets.

#### **Exhibits Coordinator**

An individual may be selected to perform the following duties:

- Determine facility for exhibits and space allocation for displays.
- Invite and confirm exhibitors' participation in writing, specifying terms (fees and space availability).
- Arrange for set-up and dismantling of displays.

#### **Publicity Coordinator/Committee**

An individual should be selected from amongst the Conference Committee to perform the following duties:

- Develop a Conference program.
- Inform media of upcoming Conference. Develops press releases for committee's approval, including photos and resumes of keynote speakers.
- Serve as liaison with The Teacher and with photographer for pictures on day of Conference.

#### **Hospitality Coordinator/Committee**

An individual or sub-committee may be selected to perform the following duties:

- Arrange accommodations for guests and speakers.
- Arrange an opening reception, banquet, meals, and coffee breaks as required.
- Arrange for hospitality room for speakers, guests, and media as required.

#### **Technical Support Coordinator**

An individual may be selected to perform the following duties:

- Develop a list of equipment needed by speakers and workshop leaders.
- Arrange for equipment and accept deliveries as required.

- Check workshop rooms to ensure all equipment has arrived and is in working order.
- Ensure that equipment is returned on time.

### 3. Conference 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 upcoming Conference.

#### Revenue:

- **Registration Fees** – Number of expected attendees multiplied by the registration fee for the upcoming year. For number of attendees use actual from previous year unless there is a known expectation that there will be significantly more or fewer attendees in the upcoming year. The registration fee includes the complimentary membership fees.
- **Exhibitor Fees** – Number of expected exhibitors multiplied by the fee for the upcoming year that will be charged to each. For the number of exhibitors use the actual amount from last year unless it is known that there will be more or fewer this year.
- **Miscellaneous** – Other income anticipated such as book sales, t-shirt sales, interest, sponsorships, etc.

#### Expenditures:

- **Catering** – Cost of any catering 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. 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. Members travelling on Committee business must be reimbursed at NSTU travel rates.
- **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 number of attendees or different venue.
- **Hospitality/Reception** – Cost to hold a reception or hospitality room including food, entertainment, supplies, etc. will depend on number of attendees.
- **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.
- **Gifts/Prizes** – Modest gifts for special guests and Conference organizers are allowed. Limited modest prizes for Conference delegates, selected at random are allowed; alternatively, a draw for a single prize, not to exceed \$200 in value, is allowed.
- **Supplies** – Use actual from previous years and add/subtract known changes for items such as booths, name tags, etc.
- **Miscellaneous** – Other anticipated costs of holding the Conference.

## 4. Registration Process

### Conference Registration

By the **last (3<sup>rd</sup>) Friday in May** a complete Conference program must be submitted to the NSTU Central Office for the creation of online Conference Registration. **Edits** to the online Conference Registration **can not be guaranteed after the second (2<sup>nd</sup>) Friday in August. Previews of Conference registration and webpages sent to registrars by 4<sup>th</sup> Friday in August.**

Online Conference registration opens for NSTU Members, including reserve members and substitutes **by the first Monday of the second full week of September and on the last Friday of September for non-NSTU Members.**

**NEW: When teachers' payday falls during the second full week of September, conference registration will open on the Thursday of that week.**

Online **registration closes** on the **second (2<sup>nd</sup>) Friday of October** or earlier as conferences fill up.

**Individual Professional associations may choose to extend their registration beyond this deadline.**

Please send a written request via [paconferences@nstu.ca](mailto:paconferences@nstu.ca) if your PA wishes to extend your registration.

**There is no on-site registration for NSTU Professional Association Conferences. All registration and payment must be made online.**

### Refunds

This 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 prior to and after the refund deadline. **The form MUST be completed by the conference registrar.** Once submitted, it will automatically be sent to the NSTU Financial Officer. Once an individual has been refunded, NSTU Central Office will remove the person from the participant list for the Conference.

## 5. Conference Program

### Survey Members

Needs assessment is an important consideration for planning professional activities. Most complaints about the relevance of a Conference originate because members have not been consulted as part of the planning process. This could be done as part of an evaluation given out at the previous Conference, or by way of an electronic survey form and shared on the Association's social media channels and via non- employer email. Items to consider when surveying member needs:

- Topics to be covered by workshops including concerns of members.
- Ratio of time spent in lectures or panel discussions compared with workshops.
- Number and length of sessions to be included in program.
- Programming for evenings.
- Social event, tours.

### Set Conference Theme and Objectives

- A list of specific objectives should be designed to meet the needs as expressed in the survey.
- Establish a Conference theme.

### Session Leaders

Plan to contact speakers and workshop leaders early in the planning process. Be sure to:

- Ascertain correct title, position, and surname spelling for each speaker.
- Define fees, expenses, and honoraria to prevent misunderstandings.
- Send a follow-up confirmation letter containing all necessary information.
- Supply a contact person on the Committee for questions the speaker might have (Chair or Registrar are possible contact individuals).

### Possible sources for session leaders include:

- Teachers.
- Department of Education personnel.
- Consultants from Regional Centres for Education or CSAP.
- Post-secondary faculty or other personnel.
- Writers, publishers, or education suppliers.
- Elected officials (local, provincial, or national).
- Libraries.
- Researchers, speakers, or 'experts' of a national or international caliber.

### Program Content Guidelines

Information regarding content guidelines and regulations is sent to Conference Chairs and Professional Association Presidents in April. Professional Associations must ensure that program information for inclusion in *The Teacher* and the online catalogue is received by the NSTU by the fourth (4<sup>th</sup>) Friday in May. This information must be submitted as a **complete package** to the NSTU. When using Conference Co-Chairs, one individual must be identified to the NSTU as the contact person.

Professional Associations wishing to use additional Conference program preparation and distribution do so at their own expense.

***PLEASE NOTE: No alcohol/cannabis related sessions or tours are permitted during Conference Day.***

## 6. Conference Site and Exhibitor Selections

### Special Needs Requirements-see appendix B (Please place link in document)

Conference registration forms must ask participants if they have special requirements in order to attend Conference sessions. Every reasonable effort must be made to accommodate individuals. The following checklist must be submitted to each conference venue and information returned must be communicated to delegates at the time of registration.

Arrangements must be made early for a Conference site suitable for the Professional Association's typical Conference. Once a site has been confirmed, arrangements should be made for accommodations close to the Conference site. Some site owners may request special insurance coverage; such requests should be directed to the Association's President who, along with NSTU staff, will make the appropriate arrangements for coverage.

If planning on having exhibitors plan early. Contact potential exhibitors with expected dates, times, and facilities.

Virtual/Hybrid Option(s): Professional Associations who plan to include a virtual aspect to their conference are reminded that the NSTU cannot provide technical assistance during the conference.

## 7. Printing Services Supplied by NSTU Central Office

The NSTU may arrange to print the following material for Professional Associations leading up to Conference day:

- Nametag **Labels-no lanyards** (With registered sessions if requested),
- Annual General Meeting Minutes

**Conference materials that require printing must be submitted to the NSTU Central Office prior to the fourth (4<sup>th</sup>) Friday in September. The NSTU cannot guarantee that materials submitted after this date will be ready by Conference Day.**

**The NSTU will NOT print conference agendas or workshop handouts. It is the responsibility of the PAs and the presenters to supply these materials for the conference.**

## 8. Conference Marketing

Conference Committees should consider the following publicity/marketing techniques:

- Use of a Conference banner or neon wheels sign to advertise Conference site.
- Press release for circulation to appropriate media with a photo and resume for keynote.
- Arrange for photographer to capture Conference proceedings.
- Invite guests.
- Offer a draw for people who register early.
- Incorporate a lunch in the Conference fees.

## 9. Final Logistics for Conference

Some final logistics for the Conference Committee to consider:

- Collate a master list of a/v equipment needed and a separate breakdown for each workshop.
- Proceed with arrangements for delivery of A/V equipment.
- Finalize the Assignment of workshop rooms.
- Provide workshop leaders with list of delegates for their session.
- Design evaluation forms for Conference including: questions about format, topics and program; space for comments; space for suggestions for improvements; and Thank delegates for taking the time to fill them out.
- Check with Speakers to finalize travel arrangements, accommodations, and any media request for interviews.

- Any cheques required in advance of Conference Day can be processed by the NSTU Financial Officer leading up to the day.

## **10. Conference Follow-Up**

Following Conference day, the Conference Committee should consider the following:

- Send thank you letters to speakers, exhibitors, and workshop leaders.
- Review and summarize Conference evaluations and prepare NSTU Report.
- Evaluate the event as a committee, make suggestions which can assist in planning next year's Conference.
- Update Conference committee record and pass records to the incoming Conference Chair.

# V. Professional Association Membership and Fees

## 1. Membership

Eligibility for membership in a Professional Association is laid out in NSTU By-Laws Article I; Active, Reserve, and Associate Members of the Nova Scotia Teachers Union have the right of membership in associations. Membership in an association is voluntary; however, NSTU Members are encouraged to join a Professional Association in which they have a professional interest. Individual Professional Associations define membership in their constitution.

A completed membership list of the association shall be submitted to the NSTU Central Office by December 1<sup>st</sup>. The membership list shall be submitted in alphabetical order with the home address and NSTU email address accompanying each name to ensure that members can be contacted.

## 2. Membership Fees

Membership fees for Professional Associations are set at the individual Annual General Meetings of each association in the previous year. The fee entitles a member to receive all services provided by a given association. Current fees are as follows:

|        |   |         |
|--------|---|---------|
| AEA    | Association des enseignants acadiens                        | \$15.00 |
| AST    | Association of Science Teachers                             | \$10.00 |
| ATA    | Art Teachers Association                                    | \$20.00 |
| ATEC   | Association of Teachers of Every Child                      | \$30.00 |
| ATENS  | Association of Teachers of English of Nova Scotia           | \$15.00 |
| ATYA   | Association of Teachers of Young Adolescents                | \$20.00 |
| BETA   | Business Education Teachers Association                     | \$20.00 |
| CTEANS | Career and Technology Education Association of Nova Scotia  | \$20.00 |
| EDANS  | Educational Drama Association of Nova Scotia                | \$25.00 |
| FSTA   | Family Studies Teachers Association                         | \$15.00 |
| MTA    | Mathematics Teachers Association                            | \$12.00 |
| NSATEE | Nova Scotia Association of Teachers for Equity in Education | \$15.00 |
| NSLTA  | Nova Scotia Language Teachers Association                   | \$20.00 |
| NSMEA  | Nova Scotia Music Educators' Association                    | \$15.00 |
| NSSCA  | Nova Scotia School Counsellors Association                  | \$20.00 |
| NSTALL | Nova Scotia Teachers Association for Literacy and Learning  | \$10.00 |
| PETA   | Primary Elementary Teachers Association                     | \$10.00 |
| PISA   | Psychologists in Schools Association                        | \$20.00 |
| SPAA   | Speech-Language Pathologists and Audiologists Association   | \$15.00 |
| SSTA   | Social Studies Teachers Association                         | \$10.00 |
| TAPHE  | Teachers Association for Physical and Health Education      | \$15.00 |

### 3. Conference Fees

Registration fees for conferences must be set for three categories of delegates:

- Professional Association Members (NSTU Members)
- Non-NSTU Members
- Substitute Teachers – By way of an Annual Council resolution, all Professional Associations are required to have a reduced conference fee for substitute teachers. That fee is to be published in conference materials.

Many Professional Associations also set special conference fees for such categories as student and retired teachers.

# VI. Professional Associations' Authority to Act

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Professional Associations receive their authority to act through NSTU By-Law Article VI and NSTU Operational Procedure 15. NSTU By-Laws are set by Council, NSTU Operational Procedures are set by the Provincial Executive. Professional Associations are committees of the NSTU and answer to Council and its Executive (the Provincial Executive). Professional Associations must have their own constitution, ratified by the Provincial Executive, which is not inconsistent with NSTU By-Laws, Standing Orders, or Operational Procedures.

## NSTU By-Law Article VI — Professional Association Governance

### 1. Professional Association

- (a) Active Members may, following the procedure laid out in Operational Procedures and with the consent of the Provincial Executive, form a Professional Association.
- (b) The mandate of Professional Associations shall be to encourage and assist Members in professional development activities in their respective fields.
- (c) The objectives of Professional Associations are to:
  - (i) improve professional practice by increasing Members' knowledge and understanding;
  - (ii) disseminate ideas, trends, and new developments;
  - (iii) advocate interests of Professional Associations, consistent with NSTU Policy and practice; and,
  - (iv) advise the Provincial Executive and NSTU Committees on matters special to the Professional Associations.
- (d) Membership in a Professional Association is open to Active, Reserve, and Associate Members of the NSTU, is voluntary, and is conditional on paying a Professional Association Fee as set by the individual Associations at their Annual General Meetings.
- (e) The NSTU shall assist in the organization and promotion of Professional Associations, and give financial assistance where necessary, in order to provide opportunities for Member-initiated professional development.

### 2. Officers

- (a) A Professional Association shall elect a President, and such other officers as the Association may determine.
- (b) The elected Executive of the Professional Association shall be the governing body thereof.

### 3. Governance

- (a) A Professional Association shall be a committee of the NSTU, and shall be under the control of the Council and its Executive, subject to the Teaching Profession Act, these By-Laws, and NSTU Standing Orders.
- (b) A Professional Association shall not deal directly in matters of policy with the Provincial Government, government departments, or other provincial organizations.
- (c) A Professional Association shall determine the dates of its meetings and shall designate one (1) meeting each school year as its Annual General Meeting.
- (d) A majority of Officers will constitute a quorum of the Professional Association Executive.
- (e) A Professional Association shall have the right to submit resolutions to Council following the Resolutions Procedures outlined in the Standing Orders.

### 4. Finances

- (a) A Professional Association shall submit to Central Office, by December 1<sup>st</sup> of each year, a budget for the current school year.
- (b) A Professional Association shall submit to Central Office, by December 1<sup>st</sup> of each year, the information required for its internal review, which will be conducted out of Central Office.
- (c) A Professional Association may not permit the use of any part of its funds for the purpose of conducting a campaign in respect to any election whether within the Union or outside of the Union.

# NSTU Operational Procedure 15 – Professional Associations

## A. Structure and Governance

Note: The Provincial Executive has the authority to establish NSTU Professional Association governance and structure granted under Article VI of the By-Laws.

### I. Professional Association Constitution Model

- a. The Provincial Executive adopted a Professional Association Constitution Model which forms part of these Operational Procedures and is found in Appendix C. This Professional Association Constitution Model outlines the structure and governance Associations must follow.
- b. The Provincial Executive reviews the Professional Association Constitution Model on a regular basis and makes amendments as required.

### II. Professional Association Operational Procedures

- a. A Professional Association must adopt Professional Association Operational Procedures as appropriate to complement the Association's Constitution.
- b. Once Operational Procedures are adopted by a Professional Association these procedures must be filed with NSTU Central Office.

## B. Formation/Dissolution

I. Formation of a Professional Association may occur under the following guidelines:

### a. Step One

- i. At least one hundred (100) NSTU members who are potential members of the association shall submit a petition to the Professional Association Coordination Committee, requesting establishment of the association.
- ii. With the petition, the applicants include a rationale explaining why their professional needs cannot be met through existing Professional Associations.
- iii. Existing Professional Associations are surveyed by the Professional Association Coordination Committee regarding the possible impact on their Association with the formation of the new Association.
- iv. The Professional Association Coordination Committee shall forward a recommendation to the Provincial Executive regarding the formation of a new Professional Association.
- v. The final decision as to formation rests with the Provincial Executive.

### b. Step Two

- i. NSTU 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.
- ii. The Organizing Committee serves as the Nominating Committee to compile a slate of officers for the new Professional Association.
- iii. Two (2) members of the Organizing Committee are identified as signing authorizers for the Association's account.

### c. Step Three

- i. NSTU Staff serves as Chair of the Founding Meeting of the new Professional Association for the following agenda items:
  1. Provincial Executive motion to establish Professional Association
  2. Rationale for the Professional Association
  3. Adoption of Constitution and Operational Procedures
  4. Appointment of Officers
- ii. The President of the new Professional Association assumes the Chair and conducts the remainder of the meeting's agenda.
- iii. The Provincial Executive considers a motion to ratify the new Professional Association's Constitution at its next scheduled meeting.
- iv. Copies of the Professional Association's Constitution and Operational Procedures are filed with the NSTU.

## II. Dissolution of a Professional Association may occur under the following guidelines:

### a. Step One

Conditions for Dissolution:

A Professional Association will be placed on probation if one or more of the following occurs:

- i. If the annual membership of the association should drop below fifty (50) NSTU Active Members for two (2) successive years and if the paid conference attendance should drop below fifty (50) active NSTU members for two (2) successive years.
- ii. If a Professional Association does not hold an annual conference or its equivalent on Professional Development Day for two (2) successive years.
- iii. If any of the conditions for grant disbursement are not met over one (1) year as outlined in section C. IV. below.

### b. Step Two

Probation:

- i. The Professional Association Coordination Committee will make contact with the President of the Professional Association regarding probationary status.
- ii. The Professional Association will be informed that if the conditions which created the probationary status are not remedied that the Professional Association may be dissolved.
- iii. The Professional Association Coordination Committee will review the probationary status at the end of the second year to ensure that the conditions for dissolution have been met.

### c. Step Three

Dissolution:

- i. The Professional Association Coordination Committee will forward a recommendation to the Provincial Executive regarding dissolution of the Professional Association.
- ii. The final decision as to dissolution rests with the Provincial Executive.

## C. Finances

- I. NSTU Professional Associations set membership fees and conference fees annually by adoption of a Budget at the Annual General Meeting.
- II. The guidelines set out in the Professional Association Treasurers Guide must be followed.
- III. All operational expenses (including substitute teacher costs) incurred by a Professional Association are the sole responsibilities of the Association and are not the responsibility of the NSTU.
- IV. Any expenses that appear unreasonable will be subject to review by the Finance and Property Committee.
- V. Any Professional Association may qualify for Executive Meeting expenses to be paid by the NSTU if, at the end of the previous fiscal year, the financial net assets of the Professional Association are less than thirteen thousand three hundred and fifty dollars (\$13,350). Meeting expenses will be paid for three (3) Executive Meetings for a maximum of eight (8) Executive Members. NSTU expense guidelines will be followed for reimbursement.
- VI. Any Professional Association experiencing undue financial hardship may appeal to the Finance and Property Committee for extraordinary operating funds to deal with cost over-runs. Such appeal shall include a current financial statement for the Professional Association, documentation of the cost over-run, and a rationale of the financial hardship incurred. The Finance and Property Committee shall make a recommendation to the Provincial Executive regarding granting additional funds.
- VII. 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 two hundred dollars (\$200) 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 third party.
- VIII. Honorarium may be given to keynote speakers and workshop presenters.

- IX. Should a Professional Association receive a request for financial assistance from a recognized national or international education organization, they must adhere to the following guidelines:
  - a. Counterparts or affiliates of the NSTU or NSTU Professional Associations with:
    - i. expected participation of less than one hundred and fifty (150) delegates up to five hundred dollars (\$500.00);
    - ii. expected participation of one hundred and fifty to five hundred (150 – 500) delegates up to one thousand dollars (\$1,000.00); and,
    - iii. expected participation of more than five hundred (500) delegates up to one thousand five hundred dollars (\$1,500.00).
  - b. Other recognized education organizations with:
    - i. expected participation of up to five hundred (500) delegates up to five hundred dollars (\$500.00); and,
    - ii. expected participation of over five hundred (500) delegates up to one thousand dollars (\$1,000.00).

**D. External Engagement**

A Professional Association wishing to engage with individuals or organizations external to the NSTU (e.g., a government department, Regional Centre for Education, CSAP, APSEA, non-NSTU Associations, etc.) shall first engage with these entities through the office of the NSTU President by way of the NSTU Staff Officer responsible for the NSTU Professional Association.

**E. Annual Provincial Professional Development Conference Day**

- I. NSTU Professional Associations are encouraged to include in conference advertising the intended interest level of each workshop: introductory, developmental, or research.
- II. Keynote speakers and workshop facilitators booked as part of a Professional Association's Conference shall not be used by others (e.g. EECD, RCEs, School Board, Locals, RRCs, etc.) in the week leading up to or following the Annual Provincial Professional Development Conference Day unless, explicit written consent has been granted by the Professional Association President.
- III. The Annual Provincial Professional Development Conference Day shall continue to be retained and maintained as an annual Professional Association professional day of the Nova Scotia Teachers Union. Regional Centres for Education/Boards shall be encouraged to promote the attendance of their professional staff at the Annual Conferences.
- IV. Professional Associations shall distribute receipts of payment and attendance at the conclusion of all Annual Provincial Professional Development Conferences.
- V. No Professional Association is to partner with a national or other external organization for a multi-day conference during the week leading up to or following the Annual Provincial Professional Development Conference Day.
- VI. Professional Associations are to organize a conference for their Association within the parameters of Annual Provincial Professional Development Conference Day.
- VII. Notwithstanding VI above, a Professional Association may organize activities that encourages the Professional Development of NSTU Members outside of the Annual Provincial Professional Development Conference Day.

**F. Travel Accident Insurance**

- I. All members of the Executive of a Professional Association, all members of committees of a Professional Association, and all conference volunteers who are required to travel to meetings of a Professional Association shall be included in the NSTU Master Travel Accident Insurance Policy.
- II. Each Professional Association will be billed for the cost of this Travel Accident policy as the cost relates to that Association.

*Reference: OP14 amended by substitution April 2021; amended February 2025*

# VII. Professional Association Coordinating Committee and its Authority to Act

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The Professional Association Coordinating Committee is a Standing Committee of the Provincial Executive and as such is answerable to the Executive. Operational Procedure 4, Section J outlines the mandate, composition and term, and meeting frequency for this Committee.

## NSTU Operational Procedure 4 Committees – Standing Committees of the Provincial Executive – Section J

### PROFESSIONAL ASSOCIATIONS COORDINATION COMMITTEE

#### I. Mandate

The Committee shall:

- a. recommend procedures to the Provincial Executive with regard to the operation of Professional Associations;
- b. make recommendations to the Provincial Executive regarding the formation or disbandment of Professional Associations;
- c. advise the Provincial Executive on Professional Association matters;
- d. monitor the financial status of Professional Associations;
- e. circulate PACC Minutes to PA Presidents once approved;
- f. assist the officers of Professional Associations in organizing, managing, and directing the business and affairs of their respective Associations;
- g. receive the annual reports of Professional Associations;
- h. consider such resolutions submitted to Annual Council to make recommendations for Council's consideration where appropriate;
- i. organize and facilitate an annual Professional Associations Leaders Conference; and,
- j. perform such other functions or tasks as assigned by the Provincial Executive of the NSTU.

#### II. Composition and Term

- a. The Committee shall have six (6) Members appointed through the Nominating Committee process plus a Provincial Executive Member.
- b. All Members appointed to the Committee through the Nominating Committee process shall serve a three (3) year term.
- c. All Members appointed to the Committee through the Nominating Committee process shall be Members of a Professional Association Executive.
- d. Every reasonable effort will be made to ensure the Committee consists of Members from different Professional Association Executives.
- e. The Provincial Executive Member appointed to the Committee shall serve a renewable one (1) year term.
- f. The Chair of the Committee will be appointed by the Provincial Executive following recommendations offered by the Committee.

#### III. Meeting Frequency

It is anticipated that the Committee can fulfill its mandate in three (3) meetings per year.

# Appendix A Meeting Templates

| <i><b>AGM Meeting Agenda</b></i>   |   |
|--|---|
| 1. Call to Order (note time)   |   |
| 2. Adoption of Agenda (Mover and Seconder)   |   |
| 3. Disposition of the Minutes from previous meeting<br>(Mover and Seconder);   |   |
| 4. Correspondence  |   |
| 5. Reports from Officers (move all at the same time except for financials)<br>a. President<br>b. Treasurer<br>c. Vice-President<br>d. (other Officers as required from the list of Association Officers)   |   |
| 6. Unfinished Business   |   |
| 7. New Business<br>e. Adoption of Budget (with specific motion noted in minutes)<br>f. Election of Professional Association Officers<br>g. Resolutions to Annual Council<br>h. Present updated constitution (until the newest has been ratified by the PE) | Please ensure that all costed items are noted in the minutes with an approved motion. |
| 8. Announcements   |   |
| 9. Adjournment   |   |

## *Executive Meeting Agenda*

|   |  |
|---|--|
| 1. Call to Order (note time)  |  |
| 2. Adoption of Agenda (Mover and Seconder)  |  |
| 3. Disposition of the Minutes from previous meeting<br>(Mover and Seconder);  |  |
| 4. Correspondence   |  |
| 5. Reports from Officers (move all at the same time except for financials)<br>a. President's Report<br>b. Reports from Committee Chairs<br>c. Conference Committee<br>d. Communications Committee<br>e. Finance Committee<br>f. Nominating Committee<br>g. Other Committees as required by the Association's Constitution |  |
| 6. Unfinished Business  |  |
| 7. New Business<br>a. Adoption of Budget<br>b. Election of Professional Association Officers<br>c. Resolutions to Annual Council<br>d. Present updated constitution (until the newest has been ratified by the PE)  |  |
| 8. Announcements  |  |
| 9. Adjournment  |  |

# Appendix B Venue Accessibility Questionnaire



The NSTU is working to accommodate the needs of our members attending NSTU events. This venue questionnaire aims to ensure that our organization can make every reasonable effort to address a range of accessibility needs so that as many participants as possible can be informed of potential limitations. The NSTU is requesting that prospective venues complete the following questions to help us assess and inform members on event accessibility.

## 1. Venue Information

1. **Venue Name:**
2. **Venue Address:**

## 2. Accessibility Information

### 1. **Building Access & Infrastructure:**

- Yes  No  Does the venue have ramps or elevators for building entry?
- Yes  No  Are there any steps or barriers at the building entrance?
- Yes  No  Are the rooms the NSTU would use accessible via elevator and/or ramp?

### 2. **Restrooms:**

- Yes  No  Are there accessible restrooms available?
- Yes  No  Are there all-gender restrooms?

### 3. **Seating and Pathways:**

- Yes  No  Is there wheelchair/mobility aid-accessible seating?
- Yes  No  Are pathways (and doorways) clear and wide enough for mobility aids?

### 4. **Audio and Visual:**

- Yes  No  Does the venue have a functioning audio system?
- Yes  No  Is the audio system capable of being adjusted?
- Yes  No  Does the venue have functioning and fully reliable wifi and/or wired internet?
- Yes  No  Is the lighting system capable of being adjusted (dimmed)?

## Additional Information

Are there any additional accessibility features or considerations/information not covered in the above questions?

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# Appendix C Professional Association Model Constitution

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## NOVA SCOTIA TEACHERS UNION



# [INSERT NAME OF PROFESSIONAL ASSOCIATION] CONSTITUTION

***Note:** This Model Constitution is provided as a template and should be followed as closely as possible. A Professional Association should modify this model to reflect the unique nature of the individual Association. Once adopted at a Professional Association's General Meeting, they must be ratified by the Provincial Executive before coming into force.*

Adopted by [insert PA name] Membership – Date?

Ratified by the Provincial Executive – Date?

**[INSERT NAME OF PROFESSIONAL ASSOCIATION]**  
**CONSTITUTION**

**TABLE OF CONTENTS**

| <b>ARTICLE #</b> | <b>TITLE</b>                                     |
|------------------|--|
|                  | Preamble   |
| I                | Name   |
| II               | Mandate  |
| III              | Membership                                       |
| IV               | Executive  |
| V                | Committees                                       |
| VI               | Meetings   |
| VII              | Annual Council                                   |
| VIII             | Elections/Voting Privileges                      |
| IX               | Finances   |
| X                | Reprimand, Suspension, or Removal from Executive |
| XI               | Rules of Order                                   |
| XII              | Operational Procedures                           |
| XIII             | Amendments                                       |

# [INSERT NAME OF PROFESSIONAL ASSOCIATION]

## CONSTITUTION

### *Preamble*

NSTU Professional Associations are committees of the NSTU and as such shall have a Constitution which is not inconsistent with the NSTU's Constitution, Policy, or Operational Procedures. NSTU By-Laws Article VI – Professional Association Governance and NSTU Operational Procedures 13 – Professional Associations defines the Professional Association governance structures and procedures.

### **Article I**

#### *Name*

- [1] This committee shall be called the [insert name of the Professional Association] of the NSTU, hereinafter may be referred to as the “Professional Association” or the [insert acronym for the Professional Association].

### **Article II**

#### *Mandate*

- [1] The mandate of the Professional Association shall be to encourage and assist Members in professional development activities in their respective fields.
- [2] The objectives of the Professional Association are to:
  - (a) improve professional practice by increasing Members' knowledge and understanding;
  - (b) disseminate ideas, trends, and new developments;
  - (c) advocate interests of the Professional Association, consistent with NSTU Policy and practice; and,
  - (d) advise the Professional Association Coordination Committee on matters of specific interest to the Professional Association.

### **Article III**

#### *Membership*

- [1] Membership in the Professional Association is open to Active, Reserve, and Associate Members of the NSTU, is voluntary, and is conditional on paying the Professional Association Membership Fee as set by the Membership at the Professional Association's Annual General Meeting.
- [2] Substitute teachers wishing to become a Member of the Professional Association must be a Reserve Member of the NSTU.
- [3] University faculty or full-time education students wishing to become a Member of the Professional Association must be an Associate Member of the NSTU.
- [4] Non-members may attend the Professional Association's events, including October Conference Day, by paying a non-member fee as set by the Professional Association's Executive.

## **Article IV**

### ***Executive***

- [1] Only Members of the Professional Association who are Active NSTU Members may serve as Executive Members of the Professional Association.
- [2] The Professional Association Executive shall include the following:
- (a) President

**NOTE:**

The Executive must include a President as outlined in NSTU By-Law. The Professional Association has the ability to have other Executive Members, the typical would be such Executive positions as:

- President
- Vice-President
- Treasurer
- Secretary

Depending on the size and complexity of the Professional Association, they may choose to have an extended Executive such as:

- President
- Vice-President – Conference
- Vice-President – Communications
- Treasurer
- Secretary
- Past President (in years where applicable), and
- Member(s)-at-Large.

It is also possible for an Association to combine positions, for example having a Secretary/Treasurer as opposed to having two individuals fulfill the duties of these two positions.

It is up to the Professional Association to decide on the Executive structure of the Association. All Executive positions should be listed in [2] following (a). Once the Professional Association Membership decides on their structure through adoption of a Constitution duly ratified by the Provincial Executive this should be the Executive structure for the Professional Association.

- [3] Executive Members are expected to fully attend as well as actively participate in all meetings of the Professional Association.
- [4] Executive Members are responsible to fairly represent decisions of the Executive when speaking on issues addressed by the Executive.

## **Article V**

### ***Committees***

- [1] Only Members of the Professional Association who are Active or Reserve NSTU Members may serve on Committees of the Professional Association.
- [2] The Professional Association shall establish the following Standing Committees:
- (a) Communications
- (b) Conference

- (c) Finance
- (d) Nominating

**Note:**

The Professional Association is expected to have the four Standing Committees listed above. The Professional Association has the ability to have other Standing Committees as they deem appropriate based on their size and structure. If the Association wishes to have fewer than these four Standing Committees, the committees required to run the Association should be listed here. If the Association wishes to have other/more Standing Committees, they should be listed in [2] following (d).

It is important to note, depending on the size and complexity of the Professional Association, a Committee may be a single individual as Chair, for example, the Finance Committee may be just the Treasurer of the Association.

It is also understood that some Professional Associations do much of their work at the Executive level, with a blurring of lines between an individual Committee and the Executive. In such instances, it is still important to have an individual Executive Member as chair in name.

- [3] The Executive shall appoint members to each Standing Committee on an annual basis.
- [4] The term of office on a Standing Committee will be for two (2) years from the conclusion of the Professional Association's October Conference to the conclusion of the Conference two (2) years henceforth. There are no term limits for serving on Standing Committees.
- [5] The Executive may appoint ad hoc committees as circumstances dictate.
- [6] Standing Committees of the Professional Association shall be Chaired by an Executive Member of the Professional Association.
- [7] The Treasurer shall chair the Finance Committee.

## **Article VI**

### ***Meetings***

**[1] Annual General Meeting**

- (a) There shall be an Annual General Meeting of the Professional Association for:
  - (i) receipt of annual reports;
  - (ii) presentation of the audited financial statement from the previous fiscal year;
  - (iii) approval of the budget for the upcoming fiscal year;
  - (iv) election of officers for the upcoming year; and,
  - (v) consideration of NSTU Annual Council Resolutions.
- (b) Quorum for a general meeting shall be 5% of the Membership excluding the members of the Executive.
- (c) Only Members of the Professional Association who are Active or Reserve NSTU Members have the right to vote and to move or second motions at General Meetings of the Association.

**[2] Executive Meetings**

- (a) Executive meetings shall take place a minimum of three (3) times per year at a location and time of the President's choosing.
- (b) Quorum for an Executive Meeting shall be a majority the Executive.

**[3] Special Meetings**

- (a) In the event of an emergency or other need, a special meeting shall be called by the Executive.
- (b) A special general meeting shall be called by the Executive upon the written request of five percent (5%) of the Association's 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.

## **Article VII** ***Annual Council***

- [1] The Professional Association is entitled to one (1) Voting Delegate at Annual Council.
- [2] The Voting Delegate will be the President of the Professional Association or a designate selected from and by the Executive.

## **Article VII** ***Elections/Voting Privileges***

- [1] Only Members of the Professional Association who are Active or Reserve NSTU Members have the right to vote in elections of the Professional Association.
- [2] Only Members of the Professional Association who are Active NSTU Members have the right to hold office on the Executive of the Professional Association.
- [3] The Professional Association Executive shall be elected by secret ballot at the Annual General Meeting.
- [4] The term of office for Professional Association Executive Members shall be two (2) years from the conclusion of the Professional Association's October Conference to the conclusion of the Conference two (2) years henceforth.
- [5] Any Executive position shall be held by the same individual for a maximum of two (2) consecutive terms.
- [6] Notwithstanding [3], [4], and [5], the Past President shall serve a one (1) year, non-renewable term of office immediately following the Presidency.

**Note:**

If the Professional Association chooses not to have a Past President as a member of the Executive than [6] above can be omitted and the rest of this Article renumbered.

- [7] Should any Executive position remain vacant following elections at the Annual General Meeting, the Nominating Committee shall seek nominations for the position and conduct an election.

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

**Note:**

For Associations that have more than one Vice-President based on specific roles the VP to take over in the absence of the President needs to either be specified here or a method to determine which one takes over specified here.

For example one of the following to replace "... the Vice-President shall assume the duties ...":  
"... the Vice-President – Conference shall assume the duties ..."

OR

"... the Vice-President – Communications shall assume the duties ..."

OR

"... the Executive shall appoint a member of the Executive to assume the duties ...."

- [9] In the event that an Executive member other than the President cannot complete a term of office, the Nominating Committee shall seek nominations for the position and conduct a by-election. 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 1<sup>st</sup> to July 31<sup>st</sup>.
- [2] A minimum of three (3) signing authorizers shall be bonded for the disbursement of Professional Association funds and other banking purposes.
- [3] Only Members of the Executive may be signing authorizers, the Treasurer must be a signing authorizer, plus other Executive Members as chosen by the Executive.
- [4] The Executive may make expenditures up to five percent (5%) of the Professional Association's budget, to a maximum of three thousand dollars (\$3,000), without prior approval of the general membership.
- [5] When attending meetings on Professional Association business, individuals shall be reimbursed according to NSTU expense guidelines.
- [6] The financial records of the Professional Association shall be subjected to an annual internal review by the NSTU in accordance with guidelines provided by the Finance and Property Committee of the NSTU.
- [7] The Professional Association shall not assume any financial liability accounts (e.g. lines of credit, loans, credit cards).

## **Article X**

### ***Reprimand, Suspension, or Removal from Executive***

#### **Preamble**

Removing an Executive Member is a very serious action and should never be approached lightly. Due process and current NSTU policies must always be followed.

#### **[1] Grounds for Reprimand, Suspension, or Removal**

A Member of the Executive may be reprimanded, suspended, or removed from office for reasons such as:

- (a) Disruption of any meeting to the extent that business cannot be conducted in an orderly fashion. (This is not to be considered the same as strenuous, spirited debate and such provision should never be used to stifle debate).
- (b) A significant instance of harassment, or continued harassment of another Executive Member. (The standard of proof, even to begin such an inquiry, should be very high).
- (c) Failure to attend two (2) consecutive Executive meetings without valid reasons satisfactory to the Executive.
- (d) A significant instance, or continued, gross or willful neglect of the duties of the office.
- (e) Unauthorized expenditures or misuse of organization funds.
- (f) Actions that bring the organization into disrepute.
- (g) Misrepresentation of the organization and its officers to outside persons.
- (h) Incapacity of the Member to continue serving on the Executive.
- (i) Failure to meet eligibility criteria to hold office.
- (j) Significant and/or continued failure to adhere to current NSTU Policies and Operational Procedures.

#### **[2] Procedures**

- (a) A complaint alleging that an Executive Member breached the aforementioned Grounds for Reprimand, Suspension, or Removal may be made by:
  - (i) The President
  - (ii) An Executive Member  
(the "Complainant")

##### **Informal Resolution**

- (b) The Complainant shall, where possible, communicate promptly with the Executive Member complained against (the "Respondent") in order to resolve the complaint.
- (c) If possible, the President or Vice President may attempt to resolve the complaint informally with possible assistance from the NSTU Executive Staff Officer.
- (d) Informal resolution may include, but is not limited to, an official resignation of the Respondent.

##### **Formal Resolution**

- (e) If the complaint cannot be resolved through the informal intervention of the President or Vice President, the Complainant shall make the complaint in writing to the President or Vice President.
- (f) The President or Vice President shall provide a copy of the complaint to the Respondent.
- (g) The Respondent shall be provided the opportunity to respond to the complaint in writing.
- (h) The Executive will investigate the complaint in closed session(s).
- (i) If the complaint is considered to be warranted so that it may result in a reprimand, suspension, or removal from the Executive, the Executive will prepare a recommendation for reprimand, suspension, or removal (the "Recommendation") and will refer the Recommendation to a vote.
- (j) The Recommendation shall include a clear statement of the complaint against the Respondent, the results of the investigation in the closed session(s), and the reasons for the recommendation. The President will provide the Recommendation to the Respondent.

#### **[3] Special Meeting**

- (a) A Special Meeting to vote on the Recommendation shall be called, and must occur, within thirty (30) days of the Recommendation being provided to the Respondent.
- (b) The Respondent shall be given at least ten (10) days' notice in writing of the date, time, and location of the Special Meeting of the Executive called to consider the Recommendation.

**Special Meeting Vote**

- (c) The Respondent shall be given full opportunity to hear the President present the Recommendation to the Executive, and to be heard by the Executive.
- (d) A vote to reprimand, suspend, or remove an Executive Member from the Executive will be conducted by secret ballot at the Executive Special Meeting.
- (e) The threshold of acceptance for the vote will be a majority of the eligible Members attending the meeting who cast a ballot. Spoiled ballots will not be counted.
- (f) If the motion passes, the Respondent will be informed at the Special Meeting whether they have been reprimanded, suspended, or removed as an Executive Member.
- (g) In the event the vote results in the removal of the Respondent, the Respondent's former position shall be filled according to Article VII.

## **Article XI** *Rules of Order*

- [1] For all parliamentary situations not provided for in legislation, By-Laws and Standing Orders, the Professional Association shall be governed by Parliamentary Procedures as set forth by the Provincial Executive.

## **Article XII** *Operational Procedures*

- [1] The Professional Association shall establish Operational Procedures to address such matters as the following:
  - (a) duties of the Executive;
  - (b) duties of committees; and,
  - (c) other procedures as deemed necessary by the Professional Association.
- [2] The Professional Association Operational Procedures shall be adopted, amended, or rescinded by a majority of the 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 not less than ten (10) days prior to the meeting.
- [3] The Professional Association Operational Procedures shall not be inconsistent with NSTU By-Laws, Standing Orders, NSTU Operational Procedures, or the Professional Association Operational Procedures Model approved by the Provincial Executive.
- [4] Once approved, the Professional Association Operational Procedures shall be filed with the NSTU.

## **Article XIII** *Amendments*

- [1] This Constitution may be amended by a two-thirds (2/3) majority of votes cast by the Members present at a General Meeting of the Association.

- [2] Notice of proposed amendment(s) shall be given to Members at least ten (10) working days prior to the meeting.
- [3] Amendments to this Constitution require ratification by the NSTU Provincial Executive at a scheduled meeting following approval by the Members at a General Meeting.

# Appendix D Professional Association Operational Procedures

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## NOVA SCOTIA TEACHERS UNION



# [INSERT NAME OF PROFESSIONAL ASSOCIATION] OPERATIONAL PROCEDURES

***Note:** These procedures are provided as a guide for Professional Associations to follow. A Professional Association should adopt these procedures as appropriate to complement the Association's Constitution. Once adopted at a Professional Association's General Meeting, they must be filed with NSTU Central Office. Should you have any questions or require any assistance in preparing your Operational Procedures please do not hesitate in contacting Executive Staff Officer Louis Robitaille ([lrobitaille@staff.nstu.ca](mailto:lrobitaille@staff.nstu.ca)).*

Date of approval from General Meeting

# [INSERT NAME OF PROFESSIONAL ASSOCIATION]

## OPERATIONAL PROCEDURES

### TABLE OF CONTENTS

| ARTICLE | TITLE  |
|---------|--|
| 1.00    | Duties of the Executive  |
| 1.01    | Duties of the President  |
| 1.02    | Duties of the Vice-President   |
| 1.03    | Duties of the Past President   |
| 1.04    | Duties of the Secretary  |
| 1.05    | Duties of the Treasurer  |
| 1.0X    | <i>Note: The list of executive members and their duties should reflect the executive members stipulated in the Association's Constitution. The list above includes the typical officers for most Associations.</i> |
| 1.00    | Committees   |
| 1.01    | Duties of Communications Committee   |
| 1.02    | Duties of Conference Committee   |
| 1.03    | Duties of the Finance Committee  |
| 1.04    | Duties of the Nominating Committee   |
| 1.05    | <i>Note: The list of committees and their function should reflect the Constitution. The list above includes the typical committees of most Associations.</i>   |
| 1.00    | Meeting Protocols and Agendas  |
| 1.01    | General Meeting Agenda   |
| 1.02    | Executive Meeting Agenda   |
| 4.00    | Amendments   |

# [INSERT NAME OF PROFESSIONAL ASSOCIATION]

## OPERATIONAL PROCEDURES

### 1.00 DUTIES OF THE EXECUTIVE

The Professional Association Executive is the main decision-making body of the organization and as such the Executive will have, but not necessarily be limited to, carrying out the following duties:

- a. conducting the business of the Association under the direction of the membership;
- b. receiving and disbursing all funds in accordance with NSTU procedures;
- c. attending meetings and performing duties as required;
- d. presenting written reports to general meetings regarding their activities;
- e. maintaining a written record of their work and forwarding it to their successors;
- f. assessing ongoing programs of the Association;
- g. receiving committee reports; and,
- h. presenting to the Annual General Meeting of the Association the following:
  - i. individual reports of activities for the previous year,
  - ii. individual reports of proposed activities for the upcoming year,
  - iii. an audited financial statement from the previous fiscal year, and
  - iv. a proposed balanced budget for the upcoming fiscal year.

### 1.01 DUTIES OF THE PRESIDENT

The President holds a key management function within the Professional Association and as such the President will have, but not necessarily be limited to, carrying out the following duties:

- a. acting as the official spokesperson of the Association;
- b. setting an annual schedule of Executive meetings;
- c. presiding at all Executive or General meetings of the Association;
- d. preparing an agenda for all Executive and General meetings of the Association in consultation with the Professional Association Secretary;
- e. reviewing the Association's Constitution and Operational Procedures at the first meeting of the Executive each year;
- f. being an ex-officio member of all committees;
- g. attending the Professional Associations Leadership Conference (or the Executive designating an alternate);
- h. performing such other duties as directed by the Executive or general membership;
- i. ensuring that reports are filed with the NSTU Central Office; and,
- j. ensuring that official reports and records are accurate, disseminated and in compliance with time lines.

### 1.02 DUTIES OF THE VICE PRESIDENT

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

- a. acting in the capacity of the President in the absence of the President; and,
- b. chairing the Conference Committee (or the Executive designating a Chair).

**Note:**

In Associations with a single Vice-President it is customary that this individual Chair the Conference Committee. If the Association has two (or more) designated Vice-Presidents it may be appropriate to expand to have duties listed for each Vice- President under separate section headings here.

### 1.03 DUTIES OF THE PAST PRESIDENT

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

- a. acting in an advisory capacity to the President and the Executive.

**Note:**

A Professional Association's Executive may not include a Past President, in which case this

### 1.04 DUTIES OF THE SECRETARY

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

- a. recording and maintaining copies of minutes for all meetings of the Executive and general membership;
- b. preparing copies of minutes for distribution prior to or at meetings;
- c. maintaining a record of attendance at all meetings of the Association;
- d. booking meeting sites for the Association;
- e. maintaining the official records of the organization including the Constitution, Operational Procedures, and Membership Registry and ensuring that appropriate revisions are processed;
- f. forwarding to NSTU Central Office names, addresses, and contact numbers for Professional Association Executive members immediately following the Annual General Meeting;
- g. circulating, where directed by the Executive, information regarding meetings and other events; and,
- h. keeping an Action Register, where appropriate, for each meeting.

### 1.05 DUTIES OF THE TREASURER

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

- a. chairing the Finance Committee;
- b. administering all financial matters associated with the Association and reporting, by means of a financial statement, at Executive and general meetings;
- c. being 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; and,
- d. preparing a draft budget for approval at the Annual General Meeting.

**Note:**

The sections here should reflect the Officers of the Association as set out in its Constitution. Duties of individual Officers may be combined, shifted, or expanded as

## 2.00 COMMITTEES

- a. All Standing Committees are subcommittees of the Executive and as such, decisions of Standing Committees are subject to the approval of the Executive.
- b. All Standing Committees shall be chaired by an Executive member.

### 2.01 DUTIES OF THE CONFERENCE COMMITTEE

The Conference Committee is responsible for the design and implementation of the October Conference in accordance with the guidelines outlined in the *NSTU Professional Associations Handbook*. General duties of the Conference Committee include, but are not limited to the following:

- a. selecting a Conference theme;
- b. selecting and confirming a Conference Program – topics and speakers;

- c. determining a Conference fee and budget; providing the information required to NSTU Central Office for the preparation of the Registration Form and following the procedures outlined from Central Office;
- d. arranging and confirming exhibits;
- e. preparing the schedule of activities for the Conference;
- f. preparing Conference information for circulation via The Teacher and online registration;
- g. preparing a Conference report and resource information; and,
- h. submitting conference financial materials to NSTU Central Office for review.

## 2.02 DUTIES OF THE COMMUNICATIONS COMMITTEE

The Communications Committee is responsible for communicating with the Professional Association membership in accordance with the guidelines outlined in the NSTU Professional Associations Handbook. General duties of the Communications Committee include, but are not limited to the following:

- a. advising the Executive regarding professional development issues; and
- b. coordinating and maintaining internal communications with members via newsletters, the website, social media, or other means.

## 2.03 DUTIES OF THE FINANCE COMMITTEE

General duties of the Finance Committee include, but are not limited to the following:

- a. administering the internal review for the year;
- b. preparing a proposed budget for approval at the Annual General Meeting;
- c. overseeing the production of a financial report for review and consideration by the Executive; and,
- d. developing and revising Guidelines for Association Expenditures.

**Note:**

Depending on the size and complexity of an Association, they may choose not to have a Finance Committee and the Treasurer would be fulfilling these duties. If this is the case, 1.05 a. above can be removed and the duties listed here incorporated into the Treasurers

## 2.04 DUTIES OF THE NOMINATING COMMITTEE

General duties of the Nominating Committee include, but are not limited to the following:

- a. circulating a notice of election for Executive positions to all members three (3) weeks prior to the Annual General Meeting;
- b. overseeing the election of Executive member(s) during the Annual General Meeting;
- c. announcing the results of the election(s) at the Annual General Meeting; and,
- d. administering the selection process for committee membership.

**Note:**

The sections here should reflect the Committees of the Association as set out in its Constitution. Duties of individual Committees may be combined, shifted, or expanded as the Association sees fit. If an Association has more than these four Committees duties should be written for any additional Committee.

## 3.00 MEETING PROTOCOLS AND AGENDAS

- a. The Association shall be governed by Parliamentary Procedures as set forth by the Provincial Executive.
- b. The Association will include a Restorative (Relational) Approach philosophy when conducting meetings.
- c. Resolutions to Annual Council must be approved at a General Meeting and should fall under New Business.

- d. Filing of the Association’s audited financial statement from the previous fiscal year must be approved at the Association’s Annual General Meeting and should fall under the Treasurer’s Report.
- e. Adoption of a Budget for the upcoming fiscal year must be approved at the Association’s Annual General Meeting and should fall under New Business.
- f. Election of Executive members must be conducted at the Annual General Meeting and should fall under New Business.

### **3.01 ANNUAL GENERAL MEETING AGENDA**

The agenda for the Annual General Meeting shall include the following:

- a. Call to Order
- b. Adoption of Agenda
- c. Disposition of the Minutes from previous meeting
- d. Correspondence
- e. Reports from Officers
  - i. President
  - ii. Treasurer
  - iii. Vice-President
  - iv. (other Officers as required from the list of Association Officers)
- f. Unfinished Business
- g. New Business
  - i. Adoption of Budget
  - ii. Election of Professional Association Officers
  - iii. Resolutions to Annual Council
  - iv. Present updated constitution (until the newest has been ratified by the PE)
- h. Announcements
- i. Adjournment

### **3.02 EXECUTIVE MEETING AGENDA**

The agenda for an Executive Meeting shall include the following:

- a. Call to Order
- b. Adoption of Agenda
- c. Disposition of Minutes from previous meeting
- d. Correspondence
- e. President’s Report
- f. Reports from Committee Chairs
  - i. Conference Committee
  - ii. Communications Committee
  - iii. Finance Committee
  - iv. Nominating Committee
  - v. Other Committees as required by the Association’s Constitution
- g. Unfinished Business
- h. New Business
- i. Announcements
- j. Adjournment

### **4.00 AMENDMENTS**

- a. Procedures for amending Operational Procedures are outlined in the Model Constitution under Article XII.
- b. *Note: It may be appropriate to give a schedule of regular review here. For example: “The Association’s Operational Procedures shall be automatically reviewed every three (3) years with the last review occurring in 2020.”*

# Appendix E Nova Scotia Teachers Union Initial Meeting

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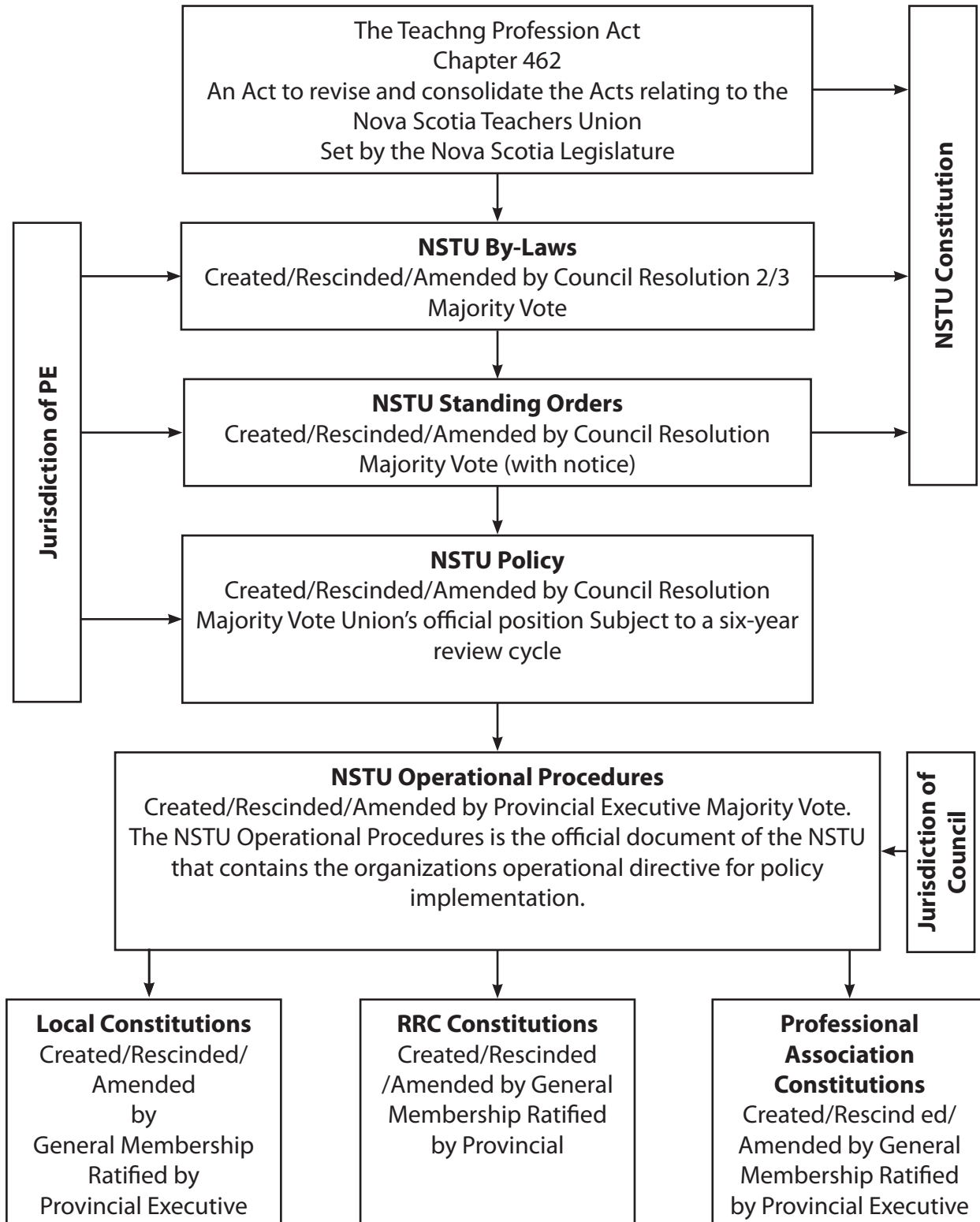


## Nova Scotia Teachers Union **Initial Meeting – 1896**

THE FIRST FIVE OBJECTS OF THE CONSTITUTION WERE:

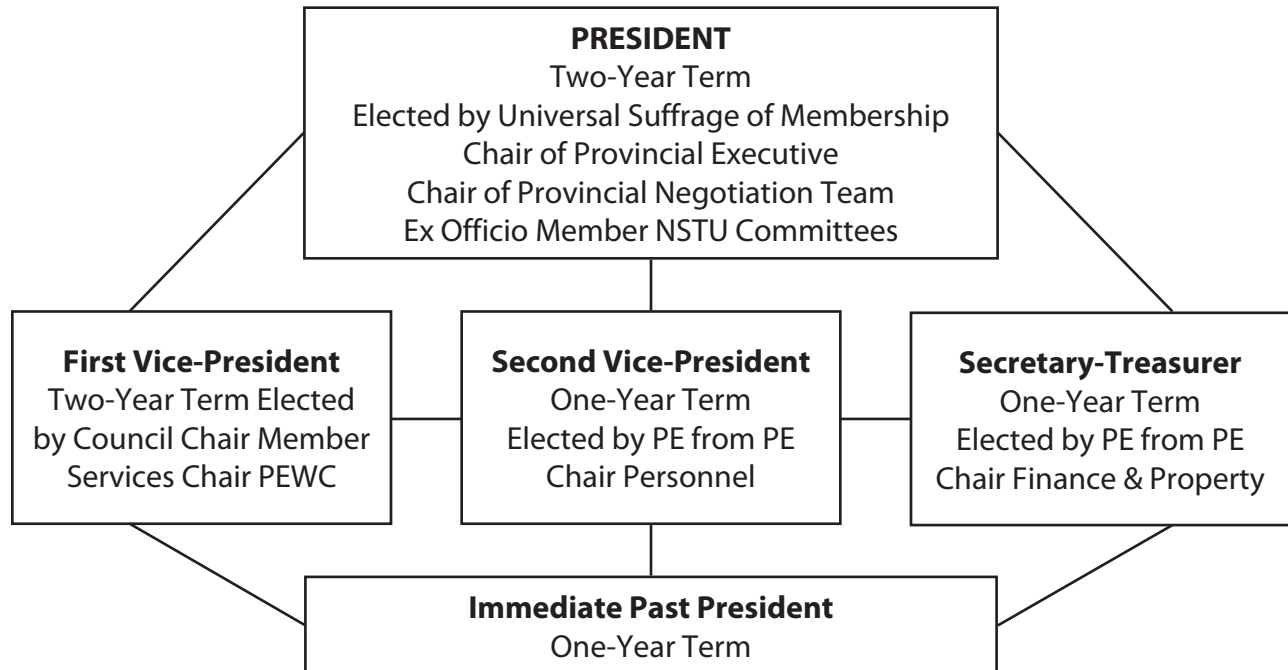
1. To elevate and unify the teaching profession in Nova Scotia;
2. To bring the claims of the profession before the public and legislature of Nova Scotia as occasion may require;
3. To watch the educational outlook and trends of thought in other parts of the world with a view to keeping the profession in Nova Scotia abreast of the times;
4. To endeavour to advance salaries by increasing the capability of the teachers and improving the quality of the work;
5. To protect teachers, who through errors in agreements or otherwise, are in danger of being defrauded by unscrupulous employers.

# Appendix F Constitutional Framework of the Nova Scotia Teachers Union



# Appendix G Constitutional Framework of the Provincial Executive

## TABLE OFFICERS



## REGIONAL PROVINCIAL EXECUTIVE MEMBERS

|   |           |
|---|-----------|
| <b>21 Regional Members</b>                                      |           |
| Two-Year Term   |           |
| Elected by Universal Suffrage from membership within the region |           |
| Regions and Number from Regions as follows:                     |           |
| Annapolis-Hants West-Kings                                      | 2 members |
| Antigonish-Guysborough  | 1 member  |
| APSEA   | 1 member  |
| Cape Breton Industrial  | 2 members |
| Colchester-East Hants   | 1 member  |
| CSANE   | 2 members |
| Cumberland  | 1 member  |
| Dartmouth   | 1 member  |
| Digby-Shelburne-Yarmouth  | 2 members |
| Halifax City  | 2 members |
| Halifax County  | 2 members |
| Inverness-Richmond  | 1 member  |
| Lunenburg County-Queens   | 1 member  |
| Northside-Victoria  | 1 member  |
| Pictou  | 1 member  |



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