

# APPENDIX B

# \_\_\_\_\_ REGIONAL REPRESENTATIVE COUNCIL CONSTITUTION

## INTRODUCTORY NOTE

The purpose of this document is to provide Regional Representative Councils with a model constitution for their convenience. Articles in the Model shall be followed as closely as possible by the individual RRCs, the Provincial Executive shall ratify individual RRC's Constitutions once approved at a meeting of the given RRC. This Model forms part of the NSTU Operational Procedures, as such the RRC has limited discretion in altering their individual Constitution beyond the variances allowed in this document.

## CONTENTS

ARTICLE	TITLE	PAGE NUMBER
	Preamble	2
I	Name	2
II	Mandate	2
III	Membership	2
IV	Meetings	3
V	Committees	3
VI	Elections/Appointments	4
VII	Finances	5
VIII	Accountability	5
IX	Rules of Order	6
X	Operational Procedures	6
XI	Amendments to the Constitution	6

## PREAMBLE

A Regional Representative Council shall be a committee of the NSTU, be under the control of the NSTU Council and its Executive, and have a Constitution which is not inconsistent with the NSTU's Constitution, Policy, or Operational Procedures. NSTU By-Laws Article V – Regional Governance and NSTU Operational Procedures 15 – Regional Representative Councils defines Regional Representative Councils governance structures and procedures.

## ARTICLE I

### Name

This committee shall be called the \_\_\_\_\_ Regional Representative Council (\_RRC) of the Nova Scotia Teachers Union, hereinafter may be referred to as the \_RRC.

## ARTICLE II

### Mandate

- [1] The mandate of the \_RRC within the geographic boundaries of the \_\_\_\_\_ Regional Centre for Educations (\_RCE) shall be to address NSTU Members' bargaining unit issues with the \_RCE.
- [2] The \_RRC shall carry out the responsibilities as set out in the *Teachers' Provincial Agreement*, and \_\_\_\_\_ *Regional Collective Agreement*, between the \_RCE and the NSTU.
- [3] The \_RRC shall follow the policies of the Council of the Union and the directives of the Provincial Executive of the Union. The \_RRC shall be accountable to the Provincial Executive.

## ARTICLE III

### Membership

- [1] The \_RRC Membership shall include the following from the \_\_\_\_\_ Locals:
  - (a) Local Presidents,
  - (b) Local First Vice-Presidents, and
  - (c) a maximum of two (2) additional Member(s) from each Local.

**Note:**

- Under [1] the participating Locals should be listed.
- Each participating Local is allowed to have the same number of individuals under [1], so each Local must have the same number of Member(s) under [1] (c).
- Once the RRC decides on how many individuals are required to fulfill the RRC's mandate under [1] (c) this number should be included in the Constitution. This number could be zero, in which case [1] (c) would not be needed in the Constitution.
- The RRC Chair & Vice-Chair, as well as the Grievance Chair, Article 60 Co-Chair, Management-Teacher Co-Chair, REWC Chair, and Treasurer and/or Secretary are chosen from amongst the individuals in [1] by NSTU By-Law V.

- [2] The \_RRC Membership shall include the following Regional Members:
  - (a) \_RRC Chair and
  - (b) Provincial Executive Member(s) from the \_RRC.

## **ARTICLE IV Meetings**

- [1] The \_RRC shall meet regularly and at least a minimum of five (5) (#) times per school year at a location determined by the \_RRC Chair.
- [2] A schedule of regular meetings of the \_RRC shall be provided to the Membership by September 30<sup>th</sup> in each year.
- [3] Emergency meetings of the \_RRC shall be called as necessary by the \_RRC Chair.
- [4] A majority of the \_RRC Membership, as defined in Article III, shall constitute a quorum.
- [5] All Members of the \_RRC, as defined in Article III, shall have voting privileges on all matters related to the \_RRC.

## **ARTICLE V Committees**

- [1] Committees of the \_RRC are accountable to and shall report to the \_RRC.
- [2] All Committees of the \_RRC shall have a \_RRC member, as defined in Article III, [1] and [2] (a) above, as Chair.
- [3] Active and Reserve NSTU Members of participating Locals shall be eligible to serve on \_RRC Committees.
- [4] The \_RRC shall annually establish a Standing Committee called the Regional Economic Welfare Committee with Membership consisting of the First Vice-Presidents of participating Locals and other Members as determined by the \_RRC to a maximum of ten (10) Members.

- [5] 

<p>Note: A method for determining the Chair of the Regional Economic Welfare Committee is needed in the RRC Constitution as stated in NSTU By-Law Article V – Regional Governance. The Chair must be a Member of the RRC as defined in Article III [1] or [2] (a) above. Possible methods:</p> <ul style="list-style-type: none"><li>• The Chair may be elected or appointed by the RRC annually;</li><li>• The Chair may be elected by and from the members of the Committee as in [4] above; or</li><li>• The Chair may be appointed by Local Office (a rotation of Local Presidents holding the office).</li></ul>
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- [6] The \_RRC shall annually appoint Members to committees as stipulated in Regional and Provincial collective agreements. These Committees shall be:
- (a) the Grievance Committee;
  - (b) the Management-Teacher Committee; and,
  - (c) the Professional Development Fund Committee.
- [7] The \_RRC shall establish the Grievance Committee, a Standing Committee of the \_RRC, as outlined in the Regional Collective Agreement between the \_RCE and the NSTU, following the guidelines set out in the \_RRC's Operational Procedures.
- [8] 

Note: A method for determining the Chair of the Grievance Committee is needed in the RRC Constitution as stated in NSTU By-Law Article V – Regional Governance. The Chair must be a Member of the RRC as defined in Article III [1] or [2] (a) above. Possible methods:

  - The Chair may be elected or appointed by the RRC annually;
  - The Chair may be elected by and from the members of the Committee as in [4] above; or
  - The Chair may be appointed by Local Office (a rotation of Local Presidents holding the office).
- [9] The \_RRC shall participate on the Management-Teacher Committee, a joint Union-Employer Committee, as outlined in the Regional Collective Agreement between the \_RCE and the NSTU, following the guidelines set out in the \_RRC's Operational Procedures.
- [10] 

Note: A method for determining the Co-Chair (the function and duties of the Chairs is outlined in Regional Agreements) of the Management-Teacher Committee is needed in the RRC Constitution. The Chair must be a Member of the RRC as defined in Article III [1] above. Possible methods:

  - The Chair may be elected or appointed by the RRC annually or
  - The Chair may be appointed by Local Office (a rotation of Local Presidents holding the office).
- [11] The \_RRC shall participate on the Professional Development Fund Committee, a joint Union-Employer Committee, as outlined in the *Teachers Provincial Agreement*, following the guidelines set out in the \_RRC's Operational Procedures.
- [12] 

Note: A method for determining the Co-Chair (the function and duties of the Chairs is outlined in Regional Agreements) of the Professional Development Fund Committee is needed in the RRC Constitution as stated in NSTU By-Law Article V – Regional Governance. The Chair must be a Member of the RRC as defined in Article III [1] above. Possible methods:

  - The Chair may be elected or appointed by the RRC annually or
  - The Chair may be appointed by Local Office (a rotation of Local Presidents holding the office).
- [13] From the membership of the REWC, the \_RRC shall establish a Regional Negotiating Team on an as needed basis following the guidelines set out in the \_RRC's Operational Procedures.
- [14] 

Note: A method for determining the Chair of the Regional Negotiating Team is needed in the RRC Constitution. The Chair must be a Member of the RRC as defined in Article III [1] above. Possible methods:

  - The Chair may be the Chair of the REWC,
  - The Chair may be elected or appointed by the RRC, or
  - The Chair may be elected by and from the members of the Committee as in [4] above.

## **ARTICLE VI**

### **Elections/Appointments**

**Note:**

NSTU By-Law Article V – Regional Governance mandates that RRC Constitutions set out a method for the determination of the following from amongst the membership of the RRC as defined in Article III [1] above:

- RRC Chair
- RRC Vice-Chair
- Secretary-Treasurer or individual Secretary and Treasurer

In this section each RRC should stipulate how the RRC wishes to determine each of these offices. Some Regions use elections, some Regions use a rotation of Local Presidents to serve in various capacities. A combination of elections and appointments based on Local Office can be used. A term of office for each of these positions is also appropriate in this section.

## **ARTICLE VII**

### **Finances**

- [1] The fiscal year shall be from August 1st to July 31st.
- [2] Funding for the \_RRC's activities is as outlined in NSTU Operational Procedures.
- [3] The three signing officers, duly bonded, for the disbursement of \_RRC funds shall be the following: Treasurer, \_RRC Chair, and one other member of the \_RRC as appointed by motion at a regular meeting of the \_RRC.
- [4] When attending to \_RRC business, members shall be reimbursed all expenses at the provincial NSTU rate.
- [5] The \_RRC shall submit to Central Office, by July 31<sup>st</sup> of each year, a budget for the ensuing school year.
- [6] \_RRC Members may receive honoraria as stipulated in the approved budget.
- [7] The financial records of the \_RRC shall be reviewed annually in accordance with guidelines provided by the Finance and Property Committee of the NSTU.
- [8] The \_RRC shall not assume any financial liability accounts (e.g. lines of credit, loans, credit cards).

## **ARTICLE VIII**

### **Accountability**

- [1] The \_RRC shall provide its participating Locals with a Report of Activities on an annual basis in June of each year.

- [2] The \_RRC shall provide NSTU Central Office and its participating Locals with financial records in accordance with procedures outlined by the Finance and Property Committee.
- [3] Individuals in an elected or appointed leadership role, NSTU employees, and others acting on the organization's behalf have the obligation to avoid conflicts of interest; the perception of conflict of interest; and ensure that their activities and interests do not conflict with their responsibilities to the Nova Scotia Teachers Union.
- [4] \_RRC members are expected to fully attend as well as actively participate in all meetings of the \_RRC.
- [5] A member of the \_RRC who is absent from two (2) consecutive meetings of the \_RRC without reasons satisfactory to the \_RRC, shall have those absences reported to the affected participating Local by the Chair of the \_RRC.
- [6] \_RRC members are responsible to fairly represent \_RRC decisions when speaking on issues addressed by the \_RRC.

### **ARTICLE IX Rules of Order**

For all parliamentary situations not provided for in legislation, By-Laws, and Standing Orders, the \_RRC shall be governed by Parliamentary Procedures as set forth by the Council of the NSTU.

### **ARTICLE X Operational Procedures**

- [1] Operational Procedures must be established by the \_RRC to address duties and responsibilities of \_RRC's Officers and Committees as well as routine procedures as determined by the \_RRC.
- [2] The \_RRC's Operational Procedures shall be adopted, amended, or rescinded by a majority of the votes cast by Members present at a meeting of the \_RRC provided that written notice of motion to adopt, amend, or rescind has been sent to all \_RRC Members at least ten (10) days prior to the meeting.
- [3] The \_RRC's Operational Procedures shall not be inconsistent with NSTU By-Laws, Standing Orders, NSTU Operational Procedures, or the RRC Operational Procedures Model approved by the Provincial Executive.
- [4] The \_RRC's Operational Procedures shall be filed with the NSTU Central Office.

**ARTICLE XI**  
**Amendments to the Constitution**

- [1] Amendments to the \_RRC Constitution require a two-thirds (2/3) majority vote at a regular meeting of the \_RRC.
- [2] Notice of proposed amendment(s) shall be given to \_RRC Members at least ten (10) days prior to the meeting.
- [3] Amendments to a \_RRC's Constitution require ratification by the Provincial Executive.