



Policy Handbook

of the
Superannuated Teachers of Saskatchewan

2317 Arlington Avenue
Saskatoon SK S7J 2H8

Phone 306-373-3879; Fax 306-374-1122
Email: sts@stf.sk.ca
Website: www.sts.sk.ca

July 1, 2011



Preamble

The Superannuated Teachers of Saskatchewan is a local body of teachers established in accordance with the provisions of *The Teachers' Federation Act, 2006*. The Constitution, Bylaws and Policies of the Superannuated Teachers of Saskatchewan shall be consistent with the provisions of this *Act*. Any group of Members of the Superannuated Teachers of Saskatchewan may organize themselves into a Local Chapter provided they meet the policy for "Establishing a Local Chapter of the Superannuated Teachers of Saskatchewan."

Table of Contents

1. Constitution

Amendments to the Constitution require the support of seventy-five per cent of those present and voting at an Annual General Meeting or a Special STS Business Meeting.

Article 1	Name	1
Article 2	Aims	1
Article 3	Amendments	2

2. Bylaws

Amendments to the Bylaws require the support of two-thirds of those present and voting at an Annual General Meeting or a Special STS Business Meeting.

Bylaw 1	Membership	3
Bylaw 2	Officers and Committees	4
Bylaw 3	Elections, Terms of Office and Vacancies	5
Bylaw 4	Financial Affairs	7
	4.1 Fees	7
	4.2 Fiscal Year	8
	4.3 Signing Authority	8
	4.4 Officers Books and Records	8
	4.5 Operations Reserve	8
	4.6 Contingency Fund	8
Bylaw 5	Meetings	9
	5.1 Annual General Meeting	9
	5.2 STS Business Meetings	10
	5.3 STS Executive Meetings	11

Bylaw 6 Duties of Executive and Executive Officers

- 6.1 Executive 11
- 6.2 Executive Officers 12
 - 6.2.1 President 12
 - 6.2.2 Past President 13
 - 6.2.3 Vice-President..... 13
 - 6.2.4 Councillors 14
 - 6.2.5 Members-At-Large 14
 - 6.2.6 ACER-CART Representative 14
 - 6.2.7 Executive Secretary 14
 - 6.2.8 *Outreach* Editor 16
 - 6.2.9 Chairpersons of Standing
Committees 16

Bylaw 7 Quorum 17

Bylaw 8 Local Chapters 17

Bylaw 9 Amendments 18

Bylaw 10 Enforcement 19

3. Policies

Policies can be changed and new policies established by a simple majority of those present and voting at an STS Annual General Meeting.

- Policy 1 Affiliations and Memberships 20**
- Policy 2 Establishing a Local Chapter of the
Superannuated Teachers of Saskatchewan 20**
- Policy 3 Resolutions 21**
- Policy 4 Honorary Life Memberships 21**
- Policy 5 Complimentary Tickets and Ticket Refunds 22**
- Policy 6 Membership Growth Awards 22**
- Policy 7 Conduct of Meetings - Rules of Order 23**
- Policy 8 Health Care 24**
- Policy 9 STS Scholarships 26**
- Policy 10 Dr. Stirling McDowell Foundation Grant 26**

4. Guidelines - Including Executive Policies and Procedures

Guidelines can be established and changed by the STS Executive. The Executive is responsible for ensuring that Guidelines reflect current practice.

Guideline 1	Duties of Executive Committees	27
Guideline 2	Chapters and Committees Hosting Recreational Events	32
Guideline 3	Criteria for Format of Resolutions	37
Guideline 4	Nomination of Honorary Life Members	38
Guideline 5	Overview of Activities of Local Chapters.....	39
Guideline 6	Membership Growth Awards	44
Guideline 7	<i>Outreach</i> Publication and Distribution	44
Guideline 8	Release and Use of STS Information	48
Guideline 9	Financial Affairs	49
Guideline 10	Chapter Activity Support Program	50

Constitution

Article 1 – Name

This organization shall be known as the Superannuated Teachers of Saskatchewan and in this document will be referred to as STS.

Article 2 – Aims

1. To promote the interests of members of the STS.
2. To establish and maintain a working relationship with the Saskatchewan Teachers' Federation.
3. To establish and maintain a working relationship with other organizations whose interests are similar to those of the STS.
4. To promote the formation of local STS Chapters in appropriate centres.
5. To maintain a continuing and supportive interest in education and the education of its members.
6. To provide leadership in matters which pertain to the welfare of members of STS.

Article 3 – Amendments

1. Proposed amendments to the Constitution shall be in writing, signed and submitted to the Resolutions Committee.
2. The Resolutions Committee shall present amendments to the Constitution to the Executive who shall present notices of motion in the *Outreach* prior to the next STS Annual General Meeting, or Special STS Business Meeting.
3. Amendments to the Constitution shall be carried by a vote of seventy-five per cent of the representatives present and voting at an Annual General Meeting or a Special STS Business Meeting.

Bylaws

Bylaw 1 – Membership

Full Membership shall be granted to:

1. Any superannuated teacher who has received or is receiving an allowance or pension under the *Saskatchewan Teachers' Superannuation Act* or the Saskatchewan Teachers' Retirement Plan.
2. Any surviving spouse of a teacher or of a superannuated teacher receiving an allowance or pension under the *Saskatchewan Teachers' Superannuation Act* or the Saskatchewan Teachers' Retirement Plan.
3. Any superannuated teacher, or the surviving spouse of a superannuated teacher, receiving a pension under a teachers' or university superannuation plan or act, and who resides in Saskatchewan, or who is a member of an STS Chapter outside of Saskatchewan.
4. Any superannuated teacher, or the surviving spouse of a superannuated teacher, receiving a pension under a pension plan or Superannuation Act covering members of the Canadian or Saskatchewan Public Service.
5. Any retired STF staff member, or the surviving spouse of a retired STF staff member, receiving a retirement allowance from the STF Staff Pension Plan.

Associate Membership may be granted by a local Chapter to:

1. The spouse of a member.
2. A teacher who has left teaching, but has not met the requirements for superannuation eligibility.

Note: *For the purposes of this Bylaw "teacher" shall mean any person holding a valid certificate of qualification to teach in schools in Saskatchewan.*

Bylaw 2 – Officers and Committees

1. The elected Executive shall be composed of the following:
 - 1.1 President (also an STF Councillor)
 - 1.2 Past-President (also an STF Councillor)
 - 1.3 Vice-President (also an STF Councillor)
 - 1.4 Councillors (5)
 - 1.5 Members-at-Large (7)
 - 1.6 Canadian Association of Retired Teachers (ACER-CART) Representative
2. The Executive shall appoint the following members to the Executive and grant them voting privileges. Such appointments need not be from the elected members.
 - 2.1 Executive Secretary
 - 2.2 *Outreach* Editor
 - 2.3 Chairpersons of all Standing Committees
3. The Executive shall appoint the following Standing Committees. The Committees shall consist of as many members as are deemed necessary to carry out the work of the committee. Committees shall have the power to add to the committee, during the year, upon approval of the Executive. The Executive shall have power to establish Ad Hoc Committees as it deems necessary.
 - 3.1 Annual General Meeting Planning Committee
 - 3.2 Archives Committee
 - 3.3 Benefits Committee
 - 3.4 Budget, Finance and Audit Committee
 - 3.5 Honorary Life Membership Committee
 - 3.6 Nominations Committee
 - 3.7 Office and Staffing Committee
 - 3.8 *Outreach* Committee
 - 3.9 Recreation Committee
 - 3.10 Resolutions Committee
 - 3.11 Retirement Lifestyles Planning Committee
 - 3.12 Support Services Planning Committee

Bylaw 3 – Elections, Terms of Office and Vacancies

1. Elections

The Executive (President, Vice-President, Five Councillors, Seven Members-at-Large, and an ACER-CART Representative) shall be elected in the following manner:

- 1.1 The Nominations Committee shall present a list of declared candidates for offices in the issue of *Outreach* published and distributed just prior to the STS Annual General Meeting.
- 1.2 Nominations will be received until four o'clock in the evening of the day prior to the elections for the STS Executive.
- 1.3 An unsuccessful candidate for President may choose to be a candidate for the office of Vice-President; an unsuccessful candidate for the office of Vice-President may choose to be a candidate for the offices of either Councillor or Member-At-Large; and, an unsuccessful candidate for the office of Councillor may choose to be a candidate for the office of Member-At-Large.
- 1.4 Voting shall be by secret ballot, and representatives must vote for as many candidates as there are positions to be filled.
- 1.5 When the results of each ballot for President, Vice-President, ACER-CART Representative, Councillor or Member-at-Large have been tabulated, the name of the candidate receiving the lowest number of votes shall be dropped from the ballot, and further ballots will be taken until the required number of candidates has been selected.

Provided that, where the total number of votes received by two or more candidates receiving the lowest number of votes is less than the votes received by the candidate with the next lowest number of votes, such two or more candidates shall be dropped from the ballot.

1.6 In the event of an equality of votes which leaves the election of any position undecided, the following procedures shall occur:

1.6.1 One tie-breaking vote shall be taken. The ballot shall contain only the names of those with an equality of votes.

1.6.2 If a tie should occur after the tie-breaking vote, the position shall be determined by lot.

2. Terms of Office

2.1 The term of office for all elected positions shall be from July 1 of the year elected to June 30 of the following year.

2.2 Should a President seek and be elected for more than one term, the Past President shall be offered the position of Past President for the subsequent term(s).

2.3 Should the Past President decline the offer, the position shall remain vacant and the Executive shall appoint a Nominations Committee Chairperson and an additional Councillor shall be elected at the AGM.

3. Vacancies

3.1 Where the President of STS resigns during his/her term of office, the Vice-President shall assume the Presidency to the end of the term.

3.2 Where the Vice-President is unable to complete his/her term, the Executive shall elect, from Executive members, a Vice-President for the remainder of the term.

3.3 Where the Executive Secretary is unable to complete his/her term, the Executive shall make an appointment to such office for the remainder of the term.

3.4 If a vacancy occurs in the office of Councillor, the Executive shall make an appointment to the position from the members of the Executive.

3.5 If a vacancy occurs in any other elective office, the Executive may fill the position by appointment.

- 3.6 When a member of the Executive, not including the President, must resign before completing the tenure of office, the following procedures shall be in order:
- 3.6.1 A member may resign verbally by contacting the President, and shall specify the reason for the resignation, and a date upon which the resignation shall become effective.
 - 3.6.2 This procedure shall be followed shortly thereafter with a letter to the Executive stating the same specified reason and the effective date for the resignation.
 - 3.6.3 A member may resign by submitting a letter to the President and Executive. The letter shall specify the reason and the date upon which the resignation shall become effective.
- 3.7 If the President resigns during the tenure of office, the notification shall be in writing, and shall be directed to the Executive. The letter shall state the reason for the resignation, and the date upon which the resignation becomes effective.

Bylaw 4 – Financial Affairs

4.1 Fees

The fee for full membership in the Superannuated Teachers of Saskatchewan shall be determined at the Annual General Meeting.

Membership fees, as set by the STS Annual General Meeting, and when authorized by the superannuate, shall be deducted by the Teachers' Superannuation Commission or the Saskatchewan Teachers' Retirement Plan. Where deduction at source is not authorized, the membership fees shall be forwarded to the STS office by June 30. Late membership fees, paid to the Chapter Treasurer, shall be forwarded by the middle of the month following payment.

4.2 Fiscal Year

The fiscal year shall be from July 1 to June 30.

4.3 Signing Authority

4.3.1 Signing authority for the STS shall consist of any two of the following: President, Vice-President, Executive Secretary and one person appointed by the Executive.

4.3.2 Signing authority for the agreement of the STS Benefits Program shall be the STS President, and the Benefits Committee Chairperson.

4.4 Officers, Books and Records

4.4.1 The transfer of books and records for the outgoing officers shall be completed no later than June 30.

4.4.2 The new officers shall ensure that their predecessors' books and records are placed in the appropriate files.

4.5 Operations Reserve

4.5.1 An operations reserve shall be maintained at a level to be determined by the STS Executive as outlined in the STS Guidelines.

4.5.2 The operations reserve shall be defined as the accumulated surplus of the STS General Fund.

4.5.3 The operations reserve shall be used to cover major expenditures during the current fiscal year to avoid short term deficits.

4.6 Contingency Fund

4.6.1 A Contingency Fund shall be maintained at a level determined by the STS Executive as outlined in the STS Guidelines.

- 4.6.2 Monies intended for contingency shall be kept in a separate fund.
- 4.6.3 The Contingency Fund shall be used to provide legal support for the organization, to provide financial means for a public information program in support of the goals of the STS or to provide financial support to deal with emergent circumstances.
- 4.6.4 The Executive shall review the adequacy of the fund regularly in relation to possible uses of monies from the fund.

Bylaw 5 – Meetings

5.1 Annual General Meeting

- 5.1.1 The STS shall hold an Annual General Meeting on dates determined by the STS Executive. The agenda shall include the following:
 - 1. Election of President, Vice-President, Councillors, Members-at-Large, and ACER-CART Representative
 - 2. Proposed Budget
 - 3. Fee structure
 - 4. Appointment of an Auditor
- 5.1.2 Notice of venue and date of the STS Annual General Meeting shall be presented to Chapter members and Non-Chapter members not less than two months before the set date.
- 5.1.3 Representative voting at the STS Annual General Meeting or a Special STS Business Meeting shall be as follows:
 - 1. The Executive shall annually determine the number of Chapter repre-

- representatives to the AGM ensuring that no Chapter shall have fewer than two representatives.
2. Executive members shall have voting privileges.
 3. The President shall arrange for a meeting of Non-Chapter members immediately prior to the STS Annual General Meeting for the purpose of choosing representatives as prescribed under 5.1.3.(1).

5.2 STS Business Meetings

- 5.2.1 Special STS Business Meetings shall be called to deal with a defined agenda. Other topics may be discussed with the approval of seventy-five per cent (75%) of the representatives present and voting.
- 5.2.2 Any four Chapters representing at least twenty-five percent (25%) of the membership may submit a written request to the STS Executive requesting a Special STS Business Meeting. The request must contain the nature of the request and the date of the proposed meeting.
- 5.2.3 If the request for a Special STS Business Meeting is refused by the Executive, the Chapters may petition the general membership, and upon receiving the signatures of twenty-five percent (25%) of the members, may submit the petition to the STS Executive. Upon receiving the petition, the STS Executive must call a Special STS Business Meeting in accordance with the request. The petition must contain the nature of the request and the date of the proposed meeting.
- 5.2.4 Representative voting at a Special STS Business Meeting shall be in accordance with Bylaw 5.1.3(1).

5.3 STS Executive Meetings

The Executive shall meet at least four times during the year. The Executive shall decide place, time and date of meetings.

- 5.3.1 One such meeting shall occur immediately following the adjournment of the STS Annual General Meeting.
- 5.3.2 Special Executive meetings may be called by the President.
- 5.3.3 The President shall call a Special Executive Meeting at the written request of any two Executive members. The request shall contain the nature of the request and the date of the proposed meeting.
- 5.3.4 Executive members shall receive notice of Executive meetings not less than two weeks before the date of the meeting.
- 5.3.5 Executive meetings may be held without formal notice if all members are in attendance at a meeting.

Bylaw 6 – Duties of Executive and Executive Officers

6.1 Executive

- 6.1.1 Set meeting dates for the Annual General Meeting, Special Business Meetings and Executive Meetings.
- 6.1.2 Organize and conduct all matters pertaining to the STS in accordance with the Constitution, Bylaws and Policies.
- 6.1.3 Appoint committees.

- 6.1.4 Propose an annual fee for members.
- 6.1.5 Appoint an Executive Secretary, *Outreach* Editor and the Chairpersons of all Standing Committees at its first meeting following the STS Annual General Meeting and grant them voting privileges. The Chairpersons of all Standing Committees should be appointed from the elected members unless circumstances dictate otherwise.
- 6.1.6 Have authority to appoint representatives to other organizations.
- 6.1.7 Provide liaison with local Chapters of STS.
- 6.1.8 Attend all regularly called meetings. The following procedures shall apply upon failure to attend:
 - 1. If a member of the Executive is unable to attend an upcoming Executive meeting, he/she shall indicate his/her possible absence to the President.
 - 2. When a member of the Executive fails to attend two meetings without indicating due cause, he/she may be asked to consider resignation.
 - 3. If a resignation occurs, procedures shall be enacted in accordance with Bylaw 3.5.
- 6.1.9 Ratify all STS staff contracts of employment entered into or terminated by the Office and Staffing Committee.

6.2 Executive Officers

6.2.1 President

- 1. Be the official spokesperson for the STS.
- 2. Preside at all meetings of the STS and take general supervision of all work pertaining thereto.
- 3. Serve as an STF Councillor.

4. Be an ex-officio member of all committees, except the Nominations Committee.
5. Be the supervisor of all voting in the STS.
6. Make decisions at Business Meetings on procedural matters not dealt with specifically in the Constitution, Bylaws or Policies. A decision can be challenged and must receive a majority vote of representatives present and voting to sustain the decision of the Chair.
7. Dispose of all resolutions to the appropriate agencies.

6.2.2 Past President

1. Chair the Nominations Committee.
2. Supervise the voting for the election of the Executive.
3. Present a suitable gift to the outgoing President at the STS Annual General Meeting.
4. Serve as an STF Councillor.

6.2.3 Vice-President

1. Assume the duties of the President in his/her absence.
2. Assume further duties as assigned by the President.
3. Assume the duties of the President and Councillor to the end of the term, when the President resigns.
4. Chair the Budget and Finance Committee.
5. Arrange for the acquisition and presentation of a suitable gift for each outgoing Executive member.
6. Serve as an STF Councillor.

6.2.4 Councillors

1. Keep the organization informed on all matters relative to the Saskatchewan Teachers' Federation.
2. Attend scheduled meetings of Council as called by the Saskatchewan Teachers' Federation.
3. In the event that a Councillor is unable to attend an annual or special meeting of Council, he/she shall notify the President. The President shall designate a substitute.
4. Carry out duties as outlined in the *STF Statement of Policy and Bylaws*.
5. Accept the chair or act as member of Committees as requested or directed by the President or Executive.

6.2.5 Members-at-Large

1. Assume responsibilities as directed by the President or Executive.
2. Accept the chair or act as a member of Committees as requested or directed by the President or Executive.

6.2.6 ACER-CART Representative

1. Keep the organization informed on all matters relative to ACER-CART.
2. Act as liaison between STS and ACER-CART.
3. Act as liaison between STS and other provincial or territorial Superannuated Teachers' Organizations.
4. Report to the STS Executive and Annual General Meeting.

6.2.7 Executive Secretary

1. Provide leadership, direction and overall supervision of STS activities.

2. Be responsible for the overall supervision of the STS office and the organization and allocation of duties of the office staff.
3. Be responsible for the overall supervision of the financial affairs of STS.
4. In cooperation with the STS President and the STS Executive, foster good relationships and open communications with other organizations including governments. In particular, time and effort should be directed towards achieving strong relationships with the STF, the STS Benefits Carrier, the TSC, the STRP, the TCU Financial Group and the ACER-CART.
5. Facilitate the development and direct the implementation of STS Policies and Bylaws.
6. Take initiatives to increase STS membership.
7. Carry out other activities jointly agreed upon with the STS President and the STS Executive.
8. Receive, collect and bank all monies and securities of the STS, and disburse the same as directed by motion of the membership or by motion of the Executive. The expenses not in a budget line shall be considered by the Executive.
9. With the President, and/or Vice-President act as joint trustee for all funds.
10. Obtain financial reports from all committees.
11. Present a financial statement at the request of the President or the Executive.

12. Be a member of the Budget, Finance and Audit Committee.
13. Prepare a budget in consultation with the Budget, Finance and Audit Committee and present the proposed budget to the regular Executive Meeting at least one month prior to the Annual General Meeting.
14. Prepare and present the finalized budget to the STS Annual General Meeting for adoption.
15. Present a copy of the proposed budget to the *Outreach* Chairperson for inclusion in the issue published and circulated just prior to the STS Annual General Meeting.
16. Reimburse to Chapters the rebate portion of the membership fee as set by the Annual General Meeting for all Honorary Life Members.

6.2.8 *Outreach* Editor

Receive and edit articles for publication in *Outreach* and submit a draft copy of *Outreach* to the Chairperson of the *Outreach* Committee.

6.2.9 Chairpersons of Standing Committees

The Chairpersons of all Standing Committees shall be responsible for chairing the meetings of their respective committees and presenting reports to the Executive after each Committee meeting.

Bylaw 7 – Quorum

- 7.1 A quorum at Executive Meetings shall be the majority of elected members.
- 7.2 A quorum at the STS Annual General Meeting or a Special STS Business Meeting shall consist of the representatives in attendance.

Bylaw 8 – Local Chapters

- 8.1 Local Chapters shall be autonomous organizations with regard to their bylaws, election of officers, program and local fees.
- 8.2 The Chapter shall submit to the STS office by June 30, a list of the Chapter Executive with addresses, postal codes, telephone numbers and e-mail addresses.
- 8.3 The Chapter shall submit to the STS office by June 30, the names, addresses, postal codes, telephone numbers and e-mail addresses of those Chapter members who have paid their regular membership fee to the Local Chapter. Late membership names shall be submitted by the middle of the month following payment of fees.
- 8.4 The Chapter shall submit to the STS office by June 30, the per capita fee as specified by the STS Annual General Meeting for those Chapter members who have paid their regular membership fee to the Local Chapter. Late memberships shall be forwarded by the middle of the month following payment of fees.
- 8.5 The Chapter shall submit, one month prior to the STS Annual General Meeting, a written report for the inclusion in a compendium of Chapter reports to be presented at the STS Annual General Meeting.

- 8.6 All correspondence for consideration of Provincial Executive Members shall be submitted to the appropriate Executive Member or Committee at the STS office - 2317 Arlington Avenue, Saskatoon, SK S7J 2H8, unless otherwise directed.
- 8.7 Local Chapters may accept Associate Members upon payment of a fee as set by the Chapter.
- 8.8 Local Chapters shall set the time of elections no later than June 30 in any given year.
- 8.9 The names of the recipients of Chapter Awards shall be forwarded to the STS office one month prior to the STS Annual General Meeting. The recipients of Chapter Awards will be recognized at the Annual General Meeting.

Bylaw 9 – Amendments to Bylaws and Policies

- 9.1 The Executive may, by resolution, amend, repeal or make bylaws or policies that regulate the activities and affairs of the STS. Such changes shall become effective until the next STS Annual General Meeting or Special STS Business Meeting. These changes must be submitted in the form of a resolution to the next STS Annual General Meeting or Special STS Business Meeting for confirmation, rejection, or amendment by the representatives.
- 9.2 Except for the provisions in the Bylaw on Membership, every bylaw or policy, amendment or repeal thereof shall state an effective date which shall not be more than thirty days from the day on which the bylaw, policy, amendment, or repeal was made.
- 9.3 If any bylaw, policy, amendment or repeal is rejected by the representatives at an STS Annual General Meeting or Special STS Business Meeting or is not submitted as provided in Bylaw 9, the bylaw, policy, amendment or repeal

ceases to be effective and no subsequent bylaw, policy, amendment, or repeal having substantially the same purpose or effect shall be effective until confirmed, or confirmed as amended, by an STS Annual General Meeting or a Special STS Business Meeting.

9.4 Policy statements may be passed by the Executive or at the STS Annual General Meeting or at a Special STS Business Meeting.

9.5 Amendments shall be forwarded to the Executive for inclusion in the earliest printing of *Outreach*.

Bylaw 10 – Enforcement

The Constitution, Bylaws and Policies contained in this document shall annul all previous Constitutions, Bylaws, Policies and Amendments thereto, and shall become effective on the July 1 next following the Annual General Meeting or such other date as specified in the resolution .

Policies

Policy 1 – Affiliations and Memberships

The Superannuated Teachers of Saskatchewan shall:

- 1.1 Be affiliated with the Saskatchewan Teachers' Federation (STF).
- 1.2 Be a member of the Canadian Association of Retired Teachers (ACER-CART).
- 1.3 Be a member of the Saskatchewan Seniors Mechanism (SSM).

Policy 2 – Establishing a Local Chapter of the Superannuated Teachers of Saskatchewan

Local Chapters may be formed by any group of superannuated teachers who submit an application for establishing a Chapter and have it approved by the STS Executive. The criteria for approval shall include the number of full STS members in the proposed Chapter and the distance from existing Chapters and the degree of isolation of the proposed Chapter.

If a Local Chapter wishes to abandon its charter, it must notify the STS Executive in writing with a supporting resolution passed by the Chapter at a duly constituted meeting of the Chapter.

Policy 3 – Resolutions

- 3.1 Resolutions passed at the STS Annual General Meeting shall be submitted to the STF for inclusion at the next Council of the STF, if appropriate.
- 3.2 Resolutions affecting STS may be submitted to the STF Council only after being approved by the STS Executive and/or the STS Annual General Meeting or a Special STS Business Meeting.
- 3.3 Resolutions submitted by April 30 shall be distributed to the representatives before the STS Annual General Meeting.
- 3.4 Resolutions will be accepted any time up to and including the day before the presentation of resolutions to the STS Annual General Meeting.

Note: *Any resolutions received after April 30 and not dealt with by the Resolutions Committee shall be designated as Late Resolutions.*

Policy 4 – Honorary Life Memberships

- 4.1 Honorary Life Memberships shall be conferred by the STS at the STS Annual General Meeting.
- 4.2 Candidates for Honorary Life Membership shall be nominated by their Chapter or by the Executive.
- 4.3 Honorary Life Membership entitles the member to all benefits of membership, and the member will not be required to pay the annual membership fee.
- 4.4 Honorary Life Members shall have their expenses paid by the STS at the time of their induction.
- 4.5 Honorary Life Members shall receive *Outreach*.

- 4.6 Honorary Life Members shall receive complimentary tickets for the banquet held in conjunction with the STS Annual General Meeting for themselves and a guest.
- 4.7 Honorary Life Members who attend the STS Annual General Meeting as non-delegates shall be granted the same meal privileges as delegates.
- 4.8 Honorary Life Members have non-voting status at the STS Annual General Meeting unless they have been named by their Chapter as a Chapter representative or have been selected by the Non-Chapter representatives as a voting member.

Policy 5 – Complimentary Tickets and Ticket Refunds

- 5.1 Complimentary tickets to STS functions shall be given to Honorary Life Members in accordance with the “Honorary Life Memberships” policy.
- 5.2 Complimentary tickets shall be given to specific guests as approved by the Executive.
- 5.3 Refunds for tickets shall be approved by the Executive.

Policy 6 – Membership Growth Awards

- 6.1 A Membership Growth Award shall be given to a Chapter in the year in which the Chapter membership is at least ten per cent (10%) greater than it was in the year in which the Chapter last received recognition.
- 6.2 The Executive Secretary shall be responsible for the calculation of the percentages, and for the arrangements for the presentation at the Annual General Meeting.

Policy 7 – Conduct of Meetings - Rules of Order

The President or designate shall act as Chairperson. The Chairperson shall follow generally accepted rules of order and shall be responsible for conducting the meeting in such a manner as to ensure that all delegates have fair opportunity to participate in discussion and in the efficient and expeditious resolution of the business before the Assembly. The Assembly shall be the final decision-maker.

To this purpose, the following points shall be noted:

- 7.1 The Assembly shall be the representatives in attendance as determined in accordance with Bylaw 5.1.3.
- 7.2 To be successful, changes to the Constitution, Bylaws and Policies require the following percentages of those present and voting at an Annual or General Meeting: Constitution (75%), Bylaws (66 2/3%) and Policies (50% plus one).
- 7.3 Any member of the Assembly may challenge a decision of the Chair. The Chairperson shall immediately ask for a motion to “sustain the decision of the Chair”. If the motion is defeated then the intent of the challenge shall be accepted.
- 7.4 Resolutions presented through the Resolutions Committee become the property of the Assembly. A resolution may be withdrawn when a motion to do so, presented by the original mover or a representative, is approved by the Assembly.
- 7.5 A representative of the individual or group who presented the resolution shall have the right to open and close debate. At the discretion of the chair, this individual may offer further information during debate in answer to specific questions or may enter new arguments. Any summary or recap shall end debate.
- 7.6 A representative may speak a second time to introduce new arguments or information, but only after all other delegates wishing to do so have had an opportunity to participate.

- 7.7 A motion to amend a resolution shall be accepted by the Chair if it does not change the intent of the resolution. The amendment shall be voted on before returning to debate on the original or amended motion.
- 7.8 A resolution may be tabled by a majority vote of the assembly. A motion to table may suggest a time at which the resolution should be lifted and brought before the assembly. A motion to table a resolution is not debatable.
- 7.9 A resolution may be referred, by a majority vote of the assembly, to the Executive or other body, for further information or research. A motion to refer is debatable.
- 7.10 Late resolutions from the floor, that are in writing, may be accepted for debate with the approval of two thirds of those present and voting at the STS Annual General Meeting or a Special STS Business Meeting.

Policy 8 – Health Care

The Superannuated Teachers of Saskatchewan has established the following policy on health care in Saskatchewan:

- 8.1 The five historic principles of the Canada Health Act (1984) (universality, access, comprehensiveness, portability and public administration) shall define any vision, current or renewed, for publicly funded health care in Saskatchewan.
- 8.2 The Federal Government is an essential partner with the provinces in the provision of health care. Among other things, it has the responsibility to define national standards for health care and to provide funding, supplementary to provincial funding, adequate to ensure the implementation of such national standards.

- 8.3 Timely access to health care and required services, provided by qualified medical personnel, shall be the right of all residents of Saskatchewan, irrespective of their place of residence, financial circumstances, or state of health.
- 8.4 Health care shall be deemed to include education, prevention, diagnosis and counselling, and shall be the element upon which all health care revolves in a Saskatchewan comprehensive health care system.
- 8.5 Seniors constitute an increasing proportion of Saskatchewan society. Seniors have special needs and STS, on their behalf, urges health care policy makers to take an integrated approach to health care, one that will ensure seniors a measure of independence commensurate with their history; will ensure a quality of life and death with dignity through care at home, in long-term care facilities, and in hospital settings.
- 8.6 Many Saskatchewan residents rely on medications for their very lives. Given the proportion of seniors making up the Saskatchewan population and their special needs, a review of costs in providing necessary drugs is mandatory. This review should include the way pharmaceuticals are prescribed to an aging population and the benefits to be derived from more holistic approaches to medical treatment. STS believes that adequate provision of medication should form an essential component in the provincial health care program.
- 8.7 All citizens of Saskatchewan have a right to health care. System efficiencies, streamlining operations, and restructuring health care facilities should not be accepted as sufficient reason to deny citizens this right, regardless of location or wealth. It is conceded, however, that such services need to be provided as efficiently as possible.
- 8.8 Health care shall be provided out of revenues gleaned by governments from public taxation.
- 8.9 Possible expansion of publicly funded health services should not compromise the availability and quality of

those medical services currently insured, except for those services no longer deemed basic or required.

- 8.10 STS will continue to be involved with the development of health care strategies intended to benefit Saskatchewan residents of all generations, in a meaningful and continuing way.
- 8.11 STS urges all levels of government to determine, in concert, their share of the costs of health care and make a commitment to paying such shares each year for several years and that information concerning such agreements be made public.
- 8.12 STS believes that home care should constitute an essential element of the provincial health care system.

Policy 9 – STS Scholarships

The STS will make available \$1000 to each of the University of Saskatchewan and the University of Regina to support students completing their third year and entering their fourth year of study.

Policy 10 – Dr. Stirling McDowell Foundation Grant

The STS will award an annual grant of \$2000 in support of the activities of the Dr. Stirling McDowell Foundation.

Guidelines

Including Executive Policies and Procedures

Guideline 1 – Duties of Executive Committees

1.1 Annual General Meeting Planning Committee

- 1.1.1 Organize and conduct all matters pertaining to the STS Annual General Meeting.
- 1.1.2 Appoint such sub-committees as it deems necessary.
- 1.1.3 Submit a proposed budget to the STS Executive.
- 1.1.4 Present a progress report to the Executive when requested.

1.2 Archives Committee

- 1.2.1 File, record and arrange for the safe storage of historical information of STS in accordance with the purposes of the STS archives and the off-site storage inventory guidelines established by the Archives Committee.
- 1.2.2 Maintain and keep current the Archives Inventory Database.
- 1.2.3 Be responsible for the presentation of Membership Growth Awards to Chapters at the Annual General Meeting.

1.3 Benefits Committee

- 1.3.1 Be responsible for overseeing the STS Group Benefits Program and for regularly reviewing

the financing, underwriting and funding of the program.

- 1.3.2 Review and monitor claims experience on a regular basis.
- 1.3.3 Review the design and implementation of communications materials.
- 1.3.4 Review proposed rate changes and recommend such changes to the Executive for approval.
- 1.3.5 Review contract amendments as negotiated by the Consultant with the insurer, and recommend such changes to the Executive for approval.
- 1.3.6 Review and decide upon written problem claims and/or appeals with respect to the terms of the insurance contract.
- 1.3.7 Be aware of provincial and federal legislation that may have an impact upon any of the plans in the STS Group Benefits Program.
- 1.3.8 Determine on a regular basis the competitiveness of benefits provisions, premium rates, retention costs and underwriting arrangements.

1.4 Budget, Finance and Audit Committee

- 1.4.1 Assist the Executive Secretary in preparing the annual budget and in preparing the financial reports to the Executive.
- 1.4.2 Make recommendations to the Executive on matters requiring their consideration.
- 1.4.3 Assess the financial implications of proposals.
- 1.4.4 Oversee the investment of the Contingency Fund.
- 1.4.5 Provide advice on matters having financial implications for the STS.

1.5 Honorary Life Membership Committee

- 1.5.1 Advertise for submission of names of candidates who are deemed worthy of being honored with Honorary Life Memberships.
- 1.5.2 Select up to three candidates to be honored with Honorary Life Memberships according to the following criteria:
 1. Participation at the provincial level of STS.
 2. Participation in STS Chapter activities.
- 1.5.3 Present the selected names to the Executive for approval.
- 1.5.4 Assist the President in preparing the honoring ceremony.
- 1.5.5 Arrange for the printing and framing of the certificates for presentation to the Honorary Life members at the STS Annual General Meeting.
- 1.5.6 Ensure that a copy of the citation and a photograph for each Honorary Life member be given to the Archives Committee.
- 1.5.7 Be responsible for the recognition of Chapter Award Recipients at the Annual General Meeting.

1.6 Nominations Committee

- 1.6.1 Prepare and present the required slate of officers for the STS Executive to the STS Annual General Meeting according to the provisions of the Constitution, Bylaws and Policies.
- 1.6.2 Conduct elections according to the provisions of Bylaw 3.
- 1.6.3 Present a list of declared candidates for offices for inclusion in the issue of *Outreach* published and distributed just prior to the STS Annual General Meeting.

- 1.6.4 Introduce candidates to the assembled representatives at the STS Annual General Meeting.
- 1.6.5 In preparing and presenting the required slate of officers for the Executive, the Nomination Committee's responsibility includes advertising positions.
- 1.6.6 The Nominations Committee shall be actively involved in the contacting and inviting candidates for the elections.
- 1.6.7 The Nominations Committee shall, at the STS Annual General Meeting, present the following slate of officers:
 1. President
 2. Vice-President
 3. Councillors
 4. Members-at-Large
 5. ACER-CART Representative
- 1.6.8 If a discrepancy occurs in voting, the Past-President in his/her capacity as supervisor of election voting, shall make the decision as to the course of action to be followed.
- 1.6.9 Candidates, or a scrutineer appointed by the candidate, may be in attendance at the counting of ballots.
- 1.6.10 The Nominations Committee shall outline voting procedures.

1.7 Office and Staffing Committee

- 1.7.1 Provide advice and support to the Executive Secretary on matters related to employment of staff, staff contracts, office space, office equipment, office automation and other matters related to operation of the STS Office.
- 1.7.2 Be responsible for the negotiation of all office staff contracts and for entering into and terminating existing contracts.

- 1.7.3 Provide advice and support to the *Outreach* Chairperson on matters related to the publication and distribution of *Outreach*.

1.8 *Outreach* Committee

- 1.8.1 Advertise for submissions of articles for publication in *Outreach*.
- 1.8.2 With the Chairperson, select articles for publication.
- 1.8.3 Assume duties as assigned by the Chairperson.

1.9 Recreation Committee

- 1.9.1 Oversee all recreation activities sponsored by the STS.
- 1.9.2 Approve all competition venues and dates for recreation activities.
- 1.9.3 Request a final report from each Chapter that hosts an activity.
- 1.9.4 Present a report to the Executive following each activity.
- 1.9.5 Prepare and present a report to the STS Annual General Meeting.

1.10 Resolutions Committee

- 1.10.1 Encourage Chapters to submit resolutions which address provincial concerns.
- 1.10.2 Assist in the formulation of resolutions.
- 1.10.3 Prepare and provide copies of resolutions to all Chapters.
- 1.10.4 Distribute resolutions submitted by April 30 to the representatives before the STS Annual General Meeting.
- 1.10.5 Accept resolutions from Executive, Chapters, and STS members any time up to the day

before the presentation of resolutions to the STS Annual General Meeting, or up to the call to order of a Special STS Business Meeting.

1.10.6 Present all resolutions at the STS Annual General Meeting or at other meetings, as requested.

1.11 Retirement Lifestyles Planning Committee

1.11.1 Plan, organize and conduct all matters related to STS Retirement Lifestyles activities.

1.12 Support Services Planning Committee

1.12.1 Plan, organize and conduct all matters related to STS Support services activities.

Guideline 2 – Chapters and Committees Hosting Recreational Events

2.1 Hosting

An STS Chapter wishing to host a recreational activity should:

2.1.1 Contact the Chairperson of the Provincial Recreation Committee through the STS Office.

2.1.2 Have representation at the activity they wish to host a year prior to their bid to hold the event.

2.1.3 In the event the activity is not listed, the following criteria must be met by the applying Chapter:

1. The activity must be transportable.
2. The Chapter applying must make arrangements, in conjunction with the

- Chairperson of the Provincial Recreation Committee, for a sponsor(s) of trophies for the activity.
3. The applicant must supply information about the activity and the governing rules to the Chairperson of the Provincial Recreation Committee.

2.2 The Committee

Formation should be as soon as possible after the decision is made to host the event. Accurate records of meetings should be kept for the reference of the current committee and subsequent hosts. The following sub-committee responsibilities might be considered along with others:

- 2.2.1 Registration
- 2.2.2 Finances
- 2.2.3 Publicity
- 2.2.4 Record Keeping
- 2.2.5 Competition (Rules, Eligibility, Conditions of Competition)
- 2.2.6 Awards and Presentations
- 2.2.7 Facilities
- 2.2.8 Social Events and Entertainment
- 2.2.9 Accommodations (Hotels, Motels, Campgrounds)

2.3 Registration

Registration procedures should include the names and addresses of the participants. This information may be required for editing reports. It will also be valuable for subsequent hosts to recover trophies or to provide an invitation list for future competitors. Advance registration including fees should be the norm and refunds of fees for no-shows should be considered only in exceptional circumstances. Registration fees should be kept reasonable.

2.4 Finances

The Local STS Chapter is the body responsible for financing the recreational activity. The Provincial Organization awards a grant of \$350 for each of the annual events authorized by the STS Executive. (Golf,

Fishing, Horseshoes, Curling, Bowling, Kaiser, Bridge and other activities approved by the STS Executive.) This grant is available upon application to the Executive Secretary at the STS Office and will be paid in two installments (\$250 on application and \$100 upon receiving the handbook, the trophies and the final report for the event).

Local and provincial businesses, corporations and the Local STF Chapter should also be sources of funds in order to keep the registration fee reasonable. A financial summary of the event should be submitted to the Chapter Executive at the conclusion of the event. Any profit is the property of the STS Chapter and any losses must be borne by the STS Chapter.

2.5 Publicity

Publicity should be circulated as early as practical depending on the event. The first notices should include as many specifics as possible with dates, times, locations, entry deadlines, competitions, methods of scoring and contact persons. The fee and what it covers should also be established and publicized early. Any limitations to the number of entries should be circulated and information about accommodations could be included in notices or the registration package.

Free publicity is available through the STS *Outreach* but it is published only five times a year so the information must be submitted early to insure timely distribution. The *STF Saskatchewan Bulletin* is published more often but paid ads may be costly. Deadlines for various issues of the *Saskatchewan Bulletin* are published in the *STF Diary*.

Direct mailings to Chapters might also be used but some Chapters meet only a few times per year so this method might not be timely. Letters may be sent to previous entrants.

2.6 Awards and Presentations

The designated trophies listed below will be used for each activity. Their use minimizes costs, provides conti-

nuity and accuracy in recording the winners. The engraving of the plaques is the responsibility of the Host Chapter unless the winning individual or team wishes to take the trophy for display to their Chapter. The Host Chapter (or winner of the trophy) will be responsible to return the trophies to the AGM or to the Host Chapter of next year's competition in that event. The Host Chapter may make any other awards, presentations or prizes as it sees fit. The awards available are:

Curling

- George Anderson Trophy
- STS Trophy
- Assiniboine STS Trophy
- Saskatoon STS Trophy

Bowling

- Flora Henderson Trophy
- STS Trophy
- Saskatoon STS Plaque

Golf

- STS Trophy
- TCU Financial Group Trophy
- Regina TCU Financial Group Trophy
- Outlook STS Trophy

Kaiser

- STS Plaque

Bridge

- TCU Financial Group Trophy
- Moose Jaw STS Shield
- Provincial STS Shield

Fishing Derby

- TCU Financial Group Trophy
- Saskatchewan Blue Cross Trophy

2.7 Conditions of Competition

The Local Host Committee is responsible for all aspects and conditions of competition. Such things as composition of teams, flights, duration of events are the kinds of decisions that must be made with due regard for facilities, number of entrants and other local conditions. Eligibility for entry is usually limited to STS members and their

spouses or companion but the local committee is at liberty to make changes as local conditions dictate. Competition rules and regulations, including those to determine winners in the event of ties, should be made available to participants.

In the event that entries must be limited for certain competitions, consideration should be given to entries from previous participants, the winner of the previous competition and future hosts.

2.8 Record Keeping - Reporting

The Host Committee is expected to produce a short report, which should be forwarded to the Chairperson of the Provincial Recreation Committee for publication in the *Outreach* if space is available. A general summary of the event should include such things as:

- 2.8.1 Financial Statement
- 2.8.2 List of Participants
- 2.8.3 Summary of Winners
- 2.8.4 Photographs of Activities/Awards
- 2.8.5 Recommendations, advice or any other information the committee considers useful or interesting for future hosts and competitions.

This summary should be submitted to the Chairperson of the Provincial Recreation Committee c/o the STS Office who will use it to pass the list of participants and recommendations to subsequent hosts for guidance, and to place the general summary in the STS Provincial Archives.

Guideline 3 – Criteria for Format of Resolutions

3.1 Definition

- 3.1.1 A resolution is a formal proposal calling for the Superannuated Teachers of Saskatchewan to take a certain action, or to express a certain view or set of beliefs.
- 3.1.2 Resolutions passed by the Annual General Meeting or Special STS Business meetings become either short-term action directives or policy statements of the organization.

3.2 Format

- 3.2.1 Resolutions should be unambiguous, direct and concise so that a specific action is being called for or a clear statement of beliefs being provided.
- 3.2.2 Resolutions are to begin with the words, “Be It Resolved” and state who is to do what.
- 3.2.3 The use of a “Whereas” section in addition to the main body of the resolution will not be accepted by the Resolutions Committee.
- 3.2.4 Accepted titles for frequently referenced agencies: ACER-CART (Canadian Association of Retired Teachers); STS (Superannuated Teachers of Saskatchewan); STF (Saskatchewan Teachers’ Federation); CTF (Canadian Teachers’ Federation); boards of education; Government of Canada; Government of Saskatchewan; Department of Learning; SSM (Saskatchewan Seniors Mechanism).

3.3 Example

- 3.3.1 BE IT RESOLVED that the STS urge the STF to renegotiate with the insurance carrier to increase the insurance coverage after age 65.

3.4 Explanatory Comments

- 3.4.1 The movers of a resolution may submit explanatory comments to be published with the resolutions to facilitate discussions.
- 3.4.2 The Resolutions Committee will edit explanatory comments for length and removal of ambiguity or lack of clarity.
- 3.4.3 Explanatory comments will be included when they describe the actual situation. In other words, the resolution describes the ideal; explanatory comments describe the actual.
- 3.4.4 Known errors of fact will not be published as explanatory comments.
- 3.4.5 Acceptable background information will be included in the printing of resolutions for the Annual General Meeting if they are submitted by the February 14 deadline.

Guideline 4 – Nomination of Honorary Life Members

A superannuate nominated for Honorary Life Membership in the STS must be an active member who has worked diligently for the STS. Nominations may be submitted by local Chapters or the Provincial Executive. Up to three superannuates may be awarded Honorary Life Membership at each Annual General Meeting.

Since this is a provincial award, it is necessary that the nominee have some involvement at the provincial level. Contributions at the provincial level could include: serving on the Provincial Executive, serving on provincial STS committees, serving on committees organizing provincial recreational activities, participation in the provincial recreational activities, and attending Annual General Meetings as a delegate for the Chapter.

Contributions at the Chapter level can include serving on the Chapter executive or any work done to further the growth and development of the Chapter.

Local involvement can include such things as: STS participation, serving on community boards, arts council or service organizations.

If you have a candidate who fulfills these criteria, please submit the nomination following this format:

Name, Address, Postal Code and Telephone Number of Nominee

Name, Address, Postal Code and Telephone Number of Nominator

Using no more than 300 words, explain the contribution that the nominee has made to the STS using the categories listed above. Send two copies of the nomination to the Honorary Life Membership Chairperson, C/O the STS Office, in sufficient time to ensure that it arrives before February 14th. One copy is for the Chairperson's records and the other copy is for the Archives. Retain two copies of the nomination, one for the presenter to read at the banquet and one to give to the recipient of the award. On receiving notification that the nominee has been selected, a small head and shoulders photo of the nominee is requested for inclusion in the Archives.

Guideline 5 – Overview of Activities for Local Chapters

5.1 General Information

This overview of activities has been compiled to assist local Chapter officers in ensuring efficient functioning. It is intended to serve as a set of guidelines rather than a list of requirements since local Chapters are autonomous entities whose primary responsibility is to provide for the needs of STS members within their immediate geographical areas.

Although local Chapters are autonomous entities they are also part of a provincial organization whose aims are:

- To promote the interests of members of the STS.
- To work closely with the Saskatchewan Teachers' Federation.
- To work closely with other organizations whose interests are similar to those of the STS.
- To promote the formation of local STS Chapters in appropriate centers.
- To maintain a continuing and supportive interest in education and the education of its members.
- To provide leadership in matters which pertain to the welfare of members of STS.

This overview identifies Chapter activities which support the aims of the provincial body and guarantee maximum involvement and benefit to local Chapters.

Membership definition and practices are determined on a provincial rather than a local Chapter basis. The membership year extends from July 1 to June 30 of the following year. The provision of *Outreach* and membership in the STS Group Benefits Program are contingent upon current membership in the STS. Membership is determined by payment of an annual fee by June 30. Payment may be made in one of the following ways:

- Payment of a \$30.00 annual fee by automatic deduction at source. (Automatic deduction is strongly recommended to minimize confusion and to ensure continued membership.)
- Payment of a \$30.00 annual fee to the Chapter Treasurer, who shall be responsible for forwarding \$22.00 of that fee to the provincial STS Office and retaining \$8.00 to be used to support Chapter activities.
- Where no Chapter exists, payment of a \$30.00 annual fee may be submitted directly to the provincial STS Office.

5.2 Overview of Activities

While matters pertaining to membership are of paramount importance, there are a number of other activities which are also important to healthy and effective functioning. The purpose of this overview is to identify both the nature and timing of these activities. Those which are to be completed by a specific date have been listed by month while others which are less time-sensitive have been listed as “on-going”.

February - by February 1st

The Chapter submits, in the format outlined in *Outreach*, nominations for Provincial Honorary Life Membership to the Chairperson of the Provincial Honorary Life Membership Committee c/o the STS Office.

The Chapter submits to the STS Office nominations for the Provincial Executive. (Other nominations will be received until four o'clock in the evening on the day prior to the elections for the STS Executive.)

The Chapter submits resolutions for discussion at the Annual General Meeting to the Chairperson of the Resolutions Committee. Other resolutions will be accepted at any time up to the day before the presentation of resolutions at the Annual General Meeting.

April - by April 1st

The Chapter submits to the STS Office a list of local Chapter delegates to the Annual General Meeting.

One month prior to the STS Annual General Meeting

The Chapter submits to the STS Office a Chapter report for inclusion in a compendium of Chapter reports to be presented at the STS Annual General Meeting and the names of Chapter Award Recipients for recognition at the Annual General Meeting.

May - by May 1st

The Chapter notifies Chapter members (at a Chapter meeting) that annual membership terminates on June 30th and may be renewed by the submission of a form requesting automatic deduction at source or the payment of the membership fee set at the STS Annual General Meeting to the Chapter Treasurer or the STS Office where no Chapter exists. The current membership fee for the following year will be announced in the May/June edition of *Outreach*.

The Chapter seeks nominations for Chapter officers for the following year.

The Chapter indicates upcoming fall activities including submission of the names of Chapter officers and the verification of Chapter membership by June 30.

June - by June 30th

The Chapter submits to the STS Office a list of the Chapter President, Secretary and Treasurer with addresses, postal codes, telephone numbers and e-mail addresses.

The Chapter verifies the list of Chapter members provided and returns it to the STS Office with the necessary additions and changes.

NOTE: If a Local Chapter wishes to change its name, the Chapter should notify the STS Executive in writing with a supporting resolution passed by the Chapter at a duly constituted meeting of the Chapter.

5.3 Ongoing Activities

The Chapter President:

- Reminds Chapter members that receipt of *Outreach* and qualification for participation in the STS Benefits Program is contingent upon membership in the STS.
- Invites Chapter members to submit items to *Outreach*.
- Encourages members to read *Outreach* carefully in order to be informed about STS events and activities.

- Encourages members to draft resolutions for submission to the Chairperson of the Resolutions Committee by February 14th for publication in the March/April publication of *Outreach*.
- Attends STF Pre-Retirement Seminars to invite new superannuates to join the STS.
- Ensures that the Guidelines for Release and Use of STS Information are implemented.

The Chapter Secretary:

- Submits to the STS Office the names of all new retirees who become members.

The Chapter Treasurer:

- Submits promptly to the STS Office membership fees paid locally for those individuals who join the STS after June 30th.

The Chapter Recreation Convenor:

- Encourages Chapter members to become involved in provincial recreational events.
- Contacts the Chairperson of the Provincial Recreation Committee when the Chapter wishes to host a provincial recreational event.
- Ensures that results of provincial recreational activities are submitted directly to the Chairperson of the Provincial Recreation Committee c/o the STS Office.

5.4 Conclusion

While this overview identifies major activities to be carried out by Chapters to ensure effective functioning and maximum benefit to members, it makes no effort at providing detail about each of the activities. Such detail is made available in one or more of the following sources:

- The Policy Handbook of the Superannuated Teachers of Saskatchewan.
- *Outreach*
- Correspondence from the Provincial STS.

Note: As stated in the Provincial Bylaws (Local Chapters - Bylaw 8) all correspondence for consideration of Provincial Executive members shall be submitted to the appropriate Executive member or Committee at the STS Office, 2317 Arlington Avenue, Saskatoon, Saskatchewan S7J 2H8, unless otherwise directed.

Although suggestions have been made regarding the performance of certain duties by specific Chapter officers, individual Chapters are encouraged to determine the most appropriate manner in which the identified responsibilities can be carried out.

Guideline 6 – STS Membership Growth Awards

When a Chapter's membership is 10% greater than it was in the year in which the Chapter last received recognition, the following procedures shall apply:

- 6.1 First increase – Engraved Bell
- 6.2 Second increase – Base plus engraved plaque
- 6.3 Third - Fifth increase – Engraved plaque
- 6.4 Sixth increase – Second base plus engraved plaque
- 6.5 Seventh - Ninth increase – Engraved plaque

Guideline 7 – *Outreach* Publication and Distribution

7.1 General Information

Outreach, the newsletter of the Superannuated Teachers

of Saskatchewan, is published five times per year and is provided free of charge to all paid up members. It is designed to provide both entertainment and information, particularly information regarding decisions made by the Provincial STS Executive.

An *Outreach* Committee comprised of the *Outreach* Chairperson, the Executive Secretary, the *Outreach* Editor and other members as required ensures that the publication and distribution of *Outreach* are accomplished in an efficient and appropriate manner.

The following guidelines, which are consistent with the Provincial Constitution, Bylaws and Policies of the STS, have been developed to facilitate the work of the Executive and the Editor in determining the selection of content and the identification of appropriate production, circulation and quality control procedures. They are subject to annual review and possible revision.

7.2 Guidelines

The following guidelines provide an overview of desirable features and operations rather than a prescription for intensive use. They are, of necessity, general in nature.

7.2.1 Content

The Content should be informative, entertaining, varied, inviting, compelling, informal, concise. It should contain the President's message, committee reports, notices, reminiscences, letters to the Editor, humorous items, member/Chapter submissions, invitations/guidelines for submission or response, other content of particular interest and relevance to retired educators. The content should avoid advertising for profit, propaganda, religious views, partisan political views and bias.

7.2.2 Publication

Publication should be efficient, cost effective and timely.

7.2.3 Circulation

Circulation should include STS Members, Honorary Life Members, ACER-CART members, new retirees (one complimentary edition only), selected STF staff, Regina STF office, Teachers' Superannuation Commission, STRP, SSM Office, Contributors and others as deemed appropriate. Note: One copy per household should be supplied where both spouses are STS members with provision for an additional copy upon request as indicated in each edition of *Outreach*. Electronic distribution can be arranged through the STS office.

7.2.4 Quality

The Quality should be consistent with purpose/format, consistent with equipment/cost, correct, legible/clear, tasteful.

7.3 Processes

Although the above guidelines provide the basis for publication and distribution of *Outreach*, they do not identify the specific activities required to achieve that goal. Since the publication and distribution of *Outreach* is a complex operation which involves a number of individuals and agencies, it is necessary to indicate specific activity required.

The following statements of process provide an overview of specific activity associated with publication and distribution.

7.3.1 Structures

1. *Outreach* Committee

The general purpose of this committee is to oversee and facilitate the publication of

Outreach. Specific duties include assisting the *Outreach* Chairperson in developing content, production, circulation and quality guidelines.

2. Office and Staffing Committee

The general purpose of this committee is to provide advice and assistance to the Executive Secretary on matters related to the operation of the STS office and to the *Outreach* Chairperson on matters related to the publication and distribution of *Outreach*.

Specific involvement in the publication and distribution of *Outreach* is essential due to financial, staffing and technological implications as well as a general organizational concern for effective, appropriate and high quality communication with our members.

Major involvement of this committee in *Outreach* related activity includes assistance in proof reading and editing of draft copies to ensure that content and quality guidelines are met, shared responsibility for production and circulation procedures.

The cooperative functioning of these committees is essential in ensuring that production and circulation are carried out in an appropriate manner and that guidelines for content and quality are followed.

7.4 Conclusion

While these guidelines are both general and flexible they provide a basis for decision making by those directly responsible for the publication and distribution of *Outreach*. Their use should also reduce the amount of time spent by the entire STS Executive on discussion of *Outreach* related matters at regular meetings. Annual

review and possible revision will ensure that they remain current and appropriate.

Guideline 8 – Release and Use of STS Information

The STS database contains the names, addresses and phone numbers of all STS Members and most other retired teachers who are eligible to be members. This information is cross-referenced with information received from the Teachers' Superannuation Commission and the Saskatchewan Teachers Retirement Plan. Both of these bodies must adhere to strict Confidentiality Guidelines, therefore it is important that we respect their position when we apply guidelines for the release of STS information.

Following is a statement of guidelines for the STS Executive and Chapters and for members in general:

1. General membership statistics will be made available to the STS Executive, and to Chapters, as required.
2. Each Chapter will receive, on an annual basis, a list of their Chapter members stating names, addresses, postal codes, telephone numbers and method of payment. Chapters are required to have a statement in their Constitution and/or Bylaws, or have a majority vote of their members at a regular meeting, to authorize them to distribute Chapter membership lists and/or directories to all of their members.
3. Names, addresses, postal codes and telephone numbers, of teacher superannuates who are non-chapter members of STS and are residing in the general area of an organized STS Chapter, cannot be made available to Chapters.
4. All other requests for membership lists or lists of non-member superannuates must be given formal approval by the STS Executive. Whenever such approval is given it must be specific as to the information to be made available, to whom and for what purpose.

5. Requests for information on specific individuals from other and outside sources are to be denied.
6. The STS may contact an individual whose name is on file, on behalf of another person, giving them the name, address, phone number and purpose of the contact. Any further action is the responsibility of the individual.

Guideline 9 – Financial Affairs

9.1 Operations Reserve

9.1.1 The goal is to maintain an operations reserve at a level equal to 50% of the previous year's expenditure.

9.1.2 Should the operations reserve exceed 50% of the previous year's expenditures at the end of a fiscal year, the excess shall be transferred to the Contingency Fund.

9.2 Contingency Fund

9.2.1 The goal is to maintain a Contingency Fund at a level of at least twice the amount of the current year's STS Budget.

Guideline 10 – Chapter Activity Support Program

10.1 Purpose

The Chapter Activity Support Program will provide a grant of up to \$400 per year to any Chapter of the Superannuated Teachers of Saskatchewan requiring financial assistance to undertake an activity in support of the professional growth or personal development of its members consistent with the aims of the STS.

10.2 Eligibility

Any Chapter of the Superannuated Teachers of Saskatchewan may apply for the grant. Two or more such Chapters may combine to submit an application for a joint activity.

Eligible activities will typically consist of those which contribute to the health and wellbeing of members, provide information on matters pertinent to safety and security, improve lifestyle, educate and inform or entertain.

10.3 Guidelines

10.3.1 Financial Need – Applicants will be required to submit financial records demonstrating that the desired activity could not be undertaken without the grant.

10.3.2 Eligible Costs – These costs would typically be the direct expenses associated with the activity. Examples could be expenses incurred in paying for a speaker (travel, accommodation, meals, honoraria, etc.), costs of a tour, space and equipment rental or communications.

10.3.3 Payment – Upon approval by the Support Services Committee, an initial payment of 75% of the approved amount will be made to the applying

Chapter. The remaining 25% of the grant will be paid upon submission of a report of the activity. This report will contain the following information:

- Chapter(s)
- Name or description of activity
- Date or time period during which it took place
- Cost
- Contact person
- The number of Chapter members who participated
- An assessment of the value of the activity along with suggestions as to whether it should be considered by other Chapters and how, if possible, it could be improved.

10.3.4 Joint Application – If two or more Chapters combine to submit an application for a joint eligible activity, the maximum level of grant will be \$400 per Chapter. For example if two Chapters submitted an application for a joint activity the maximum grant would be \$800. One of the Chapters will act as the principal applicant on behalf of all Chapters involved. Each participant in the application will be required to submit financial information pertaining to the need for the grant. Grant payments will be made to the principal Chapter, which will then be responsible for distribution to the other participants.

10.4 Application Procedures and Timelines.

10.4.1 Application forms are available from the STS office or on-line at the STS Support Services website.

10.4.2 Applications may be submitted to the Support Services Committee through the STS office at any time.

10.4.3 The Support Services Committee will review and consider all applications at their regular quarterly committee meetings. Application forms should be submitted at least two weeks before the next

scheduled meeting to allow for prior distribution to committee members. Applications received after that time will be considered at the subsequent meeting.

- 10.4.4 The grant will not be available unless prior approval for an activity has been granted.
- 10.4.5 Applicants will be advised of the decision of the Support Services Committee in writing following the committee meeting at which the application is considered.
- 10.4.6 In the event that an activity, for which a grant has been approved and initial payment made, is cancelled or indefinitely postponed, the applicant will return the grant funds to the STS.

