

Policy Handbook

Superannuated Teachers
of Saskatchewan

July 1, 2021



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."

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

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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 percent (75%) 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 and Disability Benefits 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 and Disability Benefits 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.
6. Any teacher, or the surviving spouse of a teacher, who takes the commuted value of a pension from the Saskatchewan Teachers' Retirement Plan, the Saskatchewan Teachers' Superannuation Plan or 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 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 Advocacy Committee
 - 3.2 Annual General Meeting Planning 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 Committee (all Executive)

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 ACER-CART Representative, Councillor or Member-at-Large; an unsuccessful candidate for the office of ACER-CART Representative may choose to be a candidate for the office of 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.
- 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 for the ensuing fiscal year 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.

The STS annual membership fee for 2021-22 is \$30.00 per member. The STS annual rebate to Chapters for 2021-22 shall be as follows:

\$1,000.00 plus \$8.00 per member

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 the STS Office Manager.

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

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.

4.7 STS Group Benefits Unappropriated Reserve

- 1. An Unappropriated Reserve Fund shall be maintained at a level to be determined by the STS Executive.
- 2. Monies intended for the fund shall be kept in a separate fund.
- 3. The Unappropriated Reserve Fund shall be used to support the Appropriated Reserve or used for group benefits as determined by the Executive.
- 4. The Executive shall regularly review the adequacy of the fund 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, ACER-CART Representative, Councillors, and Members-at-Large
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 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 for the purpose of choosing representatives as prescribed under 5.1.3(1).

5.1.4 Notwithstanding any other Bylaw contained herein, the Executive may, in exigent circumstances, delay, postpone or re-schedule the Annual General Meeting to a date, place and time to be determined by the Executive and the current Executive members shall remain in office until an election is held at the next Annual General meeting.

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 percent (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 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.
- 6.1.10 Dissolve or re-establish the STS by a meeting of the Executive following full consultation with STS Chapters and a vote of the membership.

6.2 Executive Officers

- 6.2.1 President
 - 1. The President of STS and the Executive Secretary shall be jointly responsible as spokespersons 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. Chair the Group Benefits Committee.
 3. Supervise the voting for the election of the Executive.
 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, Finance and Audit Committee.
 5. 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. The Executive Secretary of STS and the President shall be jointly responsible as spokespersons for the STS.
 2. Provide leadership, direction and overall supervision of STS activities.
 3. Be responsible for the overall supervision of the STS office and the organization and allocation of duties of the office staff.
 4. Be responsible for the overall supervision of the financial affairs of STS.

5. In cooperation with the STS President and the STS Executive, foster good relationships and open communications with other organizations. In particular, time and effort should be directed towards achieving strong relationships with the STF, the provincial government, the STS Benefits Carrier, the Teachers' Superannuation Commission, the Saskatchewan Teachers' Retirement Plan, the TCU Financial Group, ACER-CART and Saskatchewan Seniors Mechanism.

The Executive Officers shall make representation on behalf of the STS to the provincial government only after first obtaining the approval of the STF.

6. Facilitate the development and direct the implementation of STS Policies and Bylaws.
7. Take initiatives to increase STS membership.
8. Carry out other activities jointly agreed upon with the STS President and the STS Executive.
9. 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.
10. With the President, and/or Vice-President, act as joint trustee for all funds.
11. Obtain financial reports from all committees.
12. Present a financial statement at the request of the President or the Executive.
13. Be a member of the Budget, Finance and Audit Committee.
14. 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.
15. Prepare and present the finalized budget to the STS Annual General Meeting for adoption.

16. 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.

17. 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 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 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 email addresses.

8.3 The Chapter shall submit to the STS Office by June 30, the names, addresses, postal codes, telephone numbers and email 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 – 2311 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*.
- 9.6 Amendments to the STS Bylaws must be submitted to the STF for approval prior to their coming into effect.

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 March 1 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 March 1 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 a 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.

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 percent (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 \$1500.00 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 in a teacher education program.

Policy 10 – Dr. Stirling McDowell Foundation Grant

The STS will award an annual grant of \$2000.00 in support of the activities of the Dr. Stirling McDowell Foundation.

The STS will make memorial donations to the Dr. Stirling McDowell Foundation in the event of the death of an active STS Executive Member in the amount of \$1000.00.

Policy 11 – Indexing

1. The Superannuated Teachers of Saskatchewan believes that all teachers' superannuation allowances should be indexed at one hundred percent (100%) of the Canadian Consumer Price Index.
2. The Superannuated Teachers of Saskatchewan should take appropriate action to achieve full indexing.

Policy 12 – Saskatchewan Seniors' Drug Plan

The Superannuated Teachers of Saskatchewan believes that all Saskatchewan seniors who qualify for the Saskatchewan Seniors' Drug Plan should not be charged a prescription fee.

Policy 13 – Saskatchewan Seniors' Drug Plan Threshold

The Superannuated Teachers of Saskatchewan believes that the income threshold for all Saskatchewan seniors to qualify for the Saskatchewan Seniors' Drug Plan be the same as the threshold for the claw back for OAS.

Policy 14 – Rehabilitation Services for Seniors

The Superannuated Teachers of Saskatchewan believes that all Saskatchewan seniors should have free access to physician ordered rehabilitation services.

Guidelines

Including Executive Policies and Procedure

Guideline 1 – Duties of Executive Committees

Each Executive Committee is expected to:

- annually appoint a Chairperson;
- develop a set of Committee goals to be recommended to the STS Executive;
- report Committee progress at Executive meetings; and,
- present a report to the STS Annual General Meeting.

1.1 Advocacy Committee

- 1.1.1 Consider matters related to provincial bargaining that affect STS members and make recommendations to the STS Executive for appropriate action.
- 1.1.2 Consider matters referred to ACER-CART and SSM for action or follow-up action and make recommendations to the STS Executive for appropriate action.
- 1.1.3 Consider resolutions referred to the STS Executive related to advocacy and make recommendations to the STS Executive for appropriate action.
- 1.1.4 Consider any other issues relevant to older adults deemed appropriate by the Advocacy Committee or the STS Executive and make recommendations to the STS Executive for appropriate action including, but not limited to government benefit plans, taxation, health care and drug costs.
- 1.1.5 Consider aspects of the STF Advocacy program and make recommendations to the STS Executive for appropriate action.
- 1.1.6 Ensure STS Advocacy adheres to STF Bylaws regarding Local Association representations to provincial government.
- 1.1.7 Consider funding of Advocacy initiatives may occur through the Contingency Fund if meeting the criteria of Bylaw 4.6.

1.2 Annual General Meeting Planning Committee

- 1.2.1 Organize and review, in consultation with the STS Office Staff and Executive Secretary, all matters pertaining to the STS Annual General Meeting.
- 1.2.2 Monitor the approved budget for the AGM.
- 1.2.3 Ensure that recognition of Chapter Award Recipients occurs at the Annual General Meeting.

1.3 Group Benefits Committee

Note: A Negotiating Committee for the purpose of contract negotiations will be comprised of the Group Benefits Committee Chairperson, President, Vice-President and Executive Secretary.

- 1.3.1 Oversee the STS Group Benefits Program and regularly review 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 Negotiating Committee with the insurer, and recommend proposed 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 charges and underwriting arrangements.

1.4 Budget, Finance and Audit Committee

- 1.4.1 Review the financial reports and budget prepared by the Executive Secretary and make recommendations to the Executive regarding their approval.
- 1.4.2 Review the financial implications of proposals or initiatives.

- 1.4.3 Provide oversight to all STS Funds.
- 1.4.4 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 to be considered for Honorary Life Memberships.
- 1.5.2 Recommend the selection of up to four candidates to be honored with Honorary Life Memberships according to the criteria outlined in Guideline 4.
- 1.5.3 Present the recommended names to the Executive, along with supporting documentation, for approval.
- 1.5.4 Assist in the planning and preparation of the honoring ceremony.
- 1.5.5 Ensure that a photograph for each Honorary Life member be provided to the STS Office.

1.6 Nominations Committee

Note: The Committee shall consist of the Past-President and Executive Secretary. The Past-President shall chair the nominations committee and supervise the election proceedings.

- 1.6.1 Be actively involved in advertising for, contacting and inviting candidates for election.
- 1.6.2 Update the Executive regarding the current slate of declared candidates as requested.
- 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 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. Each candidate will submit a photo and biography for inclusion in the AGM booklet.
- 1.6.5 Release, at the close of nominations, names of candidates to the assembled representatives at the STS Annual General Meeting.

- 1.6.6 At the STS Annual General Meeting, present the following slate of officers:
 - President
 - Vice-President
 - ACER-CART Representative
 - Councillors
 - Members-at-Large
 - 1.6.7 Outline voting procedures.
 - 1.6.8 Conduct elections according to the provisions of Bylaw 3.
 - 1.6.9 Candidates, or a scrutineer appointed by the candidate, may be in attendance at the counting of ballots.
 - 1.6.10 If a discrepancy occurs in voting, the Chair of the Nominations Committee, in consultation with the Executive Secretary, shall make the decision as to the course of action to be followed.
- 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 technology 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 When necessary, appoint a sub-committee for the purpose of conducting a search for the hiring of an Executive Secretary.
- 1.8 Outreach Committee**
- 1.8.1 Request submissions of articles for publication in *Outreach*.
- 1.9 Recreation Committee**
- 1.9.1 Oversee all recreation activities sponsored by the STS as outlined in Guideline 2.
 - 1.9.2 Approve all competition venues and dates for recreation activities.
 - 1.9.3 With the assistance of the Executive Liaison, ensure that the STS Office receives a completed Recreation Activity Report for each activity.

- 1.9.4 Present a report to the Executive following each activity.

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 Merge resolutions where possible, with the approval of the movers, when resolutions have substantially the same wording.
- 1.10.5 Immediately following the March Provincial Executive meeting, distribute to the membership resolutions submitted by March 1.
- 1.10.6 Accept resolutions from Executive, Chapters, and STS members any time up to 4:00 p.m. 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.
- 1.10.7 Present all resolutions at the STS Annual General Meeting or at other meetings, as requested.

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 STS Office who will identify the STS Executive Liaison for the event.
- 2.1.2 Provide representation, if possible, 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:
 - The activity must be repeatable in other locations.
 - Contact must be made with the STS Office signaling the intention to hold an event.
 - The STS Office will contact the Chairperson of the Provincial Recreation Committee regarding the proposed activity.

- If approved by the Recreation Committee and Executive, an STS Executive Liaison will be appointed.
- The applicant must supply information about the activity and the governing rules to the STS Executive Liaison.
- Once approved, the STS Executive Liaison will contact the Chapter for the purpose of transparent communication, planning and advice.

2.2 The Host Committee

- 2.2.1 Formation of the Host Committee should be as soon as possible after the decision is made to host the event.
- 2.2.2 Accurate records of meetings should be kept for the reference of the current committee and subsequent hosts.
- 2.2.3 The following Host Committee responsibilities should be considered along with others:
- Registration
 - Finances
 - Publicity
 - Record Keeping
 - Competition (Rules, Eligibility, Conditions of Competition)
 - Awards and Presentations
 - Facilities
 - Social Events and Entertainment
 - Accommodations (Hotels, Motels, Campgrounds)
 - Liability Insurance

2.3 Registration

- 2.3.1 Registration procedures should include the contact information of the participants. This information may be valuable for subsequent hosts to recover trophies or to provide an invitation list for future competitors.
- 2.3.2 Advance registration including fees should be the norm.
- 2.3.3 Processes for refunding fees, if allowed, should be determined and communicated in advance.
- 2.3.4 Registration fees should be kept reasonable.

2.4 Finances

- 2.4.1 The Local STS Chapter is the body responsible for financing the recreational activity.
- 2.4.2 The Provincial Organization awards a \$1500 grant for an authorized two-day event and a \$750 grant for an authorized one-day event. These grants are available upon application to the Executive Secretary at the STS Office and will be paid in two installments: the first installment upon application and the second installment upon receipt at the STS Office of the final report (including a financial statement) for the event.
- 2.4.3 The Host Committee may choose to solicit funds from other sources.
- 2.4.4 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

- 2.5.1 Publicity should be circulated as early as practical depending on the event.
- 2.5.2 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.
- 2.5.3 Free publicity is available through the STS *Outreach* (typically no more than one quarter page); however, *Outreach* is published only five times a year so the information must be submitted early to ensure timely distribution.
- 2.5.4 An email to all Chapter Presidents can be sent via the STS Office.
- 2.5.5 Publicity is also available through the STS website and at the STS Annual General Meeting and Chapter Presidents' Meeting.

2.6 Awards and Presentations

- 2.6.1 The designated trophies listed below will be used for each activity. Their use minimizes costs and provides continuity and accuracy in recording the winners.
- 2.6.2 The engraving of the trophy shields is the responsibility of the Host Chapter unless the winning individual or team wishes to take the trophy for display to their Chapter.
- 2.6.3 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.
- 2.6.4 The Host Chapter may make any other awards, presentations or prizes as it sees fit.
- 2.6.5 The awards available are:

Curling

(Trophies permanently housed at the Weyburn Curling Hall of Fame and a list of previous winners is available through the hosting committee)

- First Event winner - George Anderson Trophy
- Second Event winner - STS Trophy
- Third Event winner - Assiniboine STS Trophy
- Fourth Event winner - Saskatoon STS Trophy

Bowling

- Flora Henderson Trophy
- STS Trophy
- Saskatoon STS Plaque

Kaiser

- STS Plaque (Women)
- STS Plaque (Men)

Bridge

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

Fishing Derby

- TCU Financial Group Trophy
- Saskatchewan Blue Cross Trophy

- 2.6.6 Some events have banners which may be used for display at the event, including Curling, Bowling, Golf and Stitch 'n' Quilt. Banners should be passed along to the next hosting committee.

2.7 Conditions of Competition

- 2.7.1 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.
- 2.7.2 Priority for entry should be given to STS members and their spouses or companions. The goal is to have at least 50% of competitors being STS members, spouses or companions.
- 2.7.3 Competition rules and regulations, including those to determine winners in the event of ties, should be made available to participants.
- 2.7.4 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

- 2.8.1 The Host Committee is expected to prepare and submit the STS Recreation Activities Report to the STS Office, including a full financial report. The STS Office will forward the completed Report to the Executive Liaison.
- 2.8.2 A shorter report, including photos if available, should be submitted to the STS Office for publication in the *Outreach* if space is available.
- 2.8.3 Organizational binders should be updated and forwarded to the next host Chapter, along with event banners where available.

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 with the actions called for clearly stated.
- 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; Ministry of Education; SSM (Saskatchewan Seniors Mechanism).

3.3 Explanatory Comments

- 3.3.1 The movers of a resolution may submit explanatory comments to be published with the resolutions to facilitate discussions.
- 3.3.2 The Resolutions Committee will edit explanatory comments for length and removal of ambiguity or lack of clarity.
- 3.3.3 Explanatory comments will be included when they describe the actual situation. In other words, the resolution describes the ideal; explanatory comments describe the actual.
- 3.3.4 Known errors of fact will not be published as explanatory comments.
- 3.3.5 The STS office may include additional background information for consideration.
- 3.3.6 Acceptable background information will be included in the printing of resolutions for the Annual General Meeting if they are submitted by the March 1 deadline.

Guideline 4 – Nomination of Honorary Life Members

4.1 Description of the Award

- 4.1.1 The Honorary Life Membership is the highest provincial award given by the organization. A superannuate nominated for Honorary Life Membership in the STS must be an active member who has worked diligently for the STS.
- 4.1.2 Nominations may be submitted by local Chapters or the Provincial Executive.
- 4.1.3 Up to four superannuates may be awarded Honorary Life Membership at each Annual General Meeting.
- 4.1.4 Honorary Life Memberships will not be bestowed upon active STS Executive members or awarded posthumously. STS members who are spouses or companions of STS Executive members are eligible to receive nominations for Honorary Life Memberships.

4.2 Criteria for the Award

- 4.2.1 Recipients must have involvement at the provincial level.
- 4.2.2 Contributions at the provincial, Chapter and community levels will be considered for the award as outlined below.
 - **Provincial Level Contributions** may 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.
 - **Chapter Level Contributions** may include Chapter participation, serving on the STS Chapter Executive or any work done to further the growth and development of the Chapter.
 - **Community Level Contributions** (after Superannuation) may include serving on community boards, church boards, arts councils or service organizations.

4.3 Procedure for Nominations

- 4.3.1 If a candidate fulfills these criteria and is in acceptance of the nomination, please submit the nomination in the following format (electronically if possible):
 - name and contact information of **nominee**,
 - name and contact information of **nominator**, and
 - in **600 words or less**, an explanation of the contributions made by the nominee according to the categories outlined above.
- 4.3.2 Send the nomination to the Honorary Life Membership Chairperson, c/o the STS Office, in sufficient time to ensure that it arrives before **March 1**.
- 4.3.3 Upon the selection of the recipients, the STS Office will produce a citation of 300 words or less based on the nomination, and will request a photo of the recipient for inclusion in the Archives.

Guideline 5 – Information for Local Chapters

This overview of information is designed to assist local Chapter officers in ensuring efficient and effective functioning.

5.1 General Information

- 5.1.1 Local Chapters are autonomous entities that are a part of a provincial organization.
- 5.1.2 Local Chapters are expected to support the aims of the provincial organization as referenced in Article 2 of the STS Constitution.
- 5.1.3 The primary responsibility of the local Chapter is to provide for the needs of Chapter members.
- 5.1.4 If a local Chapter wishes to change its name, notification must be given in writing to the STS Executive with a supporting resolution passed by Chapter members.

5.2 Membership and Fees

- 5.2.1 Membership definition and practices are determined on a provincial basis.
- 5.2.2 The membership year extends from July 1 to June 30 of the following year.

- 5.2.3 Membership is contingent on 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 deducted monthly automatically at source.
 - Payment of a \$30.00 annual fee to the Chapter Treasurer, who shall be responsible for forwarding the provincial portion to the STS Office and retaining the appropriate chapter rebate to support Chapter activities.
 - Where no Chapter exists, or if a member chooses, payment of a \$30.00 annual fee may be submitted directly to the provincial STS Office.
- 5.2.4 The provision of *Outreach* and membership in the STS Group Benefits Plan are contingent upon current membership in the STS.
- 5.2.5 Chapters may offer associate and/or affiliate memberships to allow individuals to participate in activities and receive Information. Such members will not be included in the Chapter's membership count for the provincial AGM. Membership criteria and fee amounts for these members are determined by the local Chapter.

5.3 Important Dates

5.3.1 Prior to March 1

- 5.3.1.1 The Chapter submits, in the format outlined in Guideline 4, nominations for Provincial Honorary Life Membership to the Chairperson of the Provincial Honorary Life Membership Committee c/o the STS Office.
- 5.3.1.2 Nominations for the Provincial Executive must be submitted to the STS Office in order to be printed in *Outreach* (other nominations will be received until four o'clock in the evening on the day prior to the elections for the STS Executive).

5.3.1.3 The Chapter submits resolutions for the Annual General Meeting to the Chairperson of the Resolutions Committee c/o the STS Office in order to be printed in *Outreach* (other resolutions will be accepted at any time up to the day before the presentation of resolutions at the Annual General Meeting).

5.3.2 Prior to April 1

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

5.3.2.2 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.

5.3.2.3 The Chapter submits to the STS Office the names of Chapter Award Recipients for recognition at the Annual General Meeting.

5.3.3 Prior to June 30

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

5.3.3.2 The Chapter submits to the STS Office a list of the Chapter President, Secretary and Treasurer with contact information.

5.4 Chapter Executive Duties

In addition to what is expected at the local level, these responsibilities are required to be fulfilled at the provincial level. Suggestions have been made regarding the performance of certain duties by specific Chapter officers; however, individual Chapters are encouraged to determine the most appropriate manner in which the identified responsibilities can be fulfilled. Chapters should develop or renew a governance document that provides guidance in the smooth functioning of the Chapter.

5.4.1 Chapter President

- Reminds potential new Chapter members of the benefits of membership and that qualification for participation in the STS Benefits Program is contingent upon membership in the STS.
- Invites Chapter members to submit items to *Outreach* and to stay informed about STS information and events.
- Encourages members to draft resolutions for submission to the Chairperson of the Resolutions Committee by March 1 for publication in the March/April publication of *Outreach*.
- Attends the Chapter Presidents' Meeting as organized by the STS Provincial Executive.
- Communicates important information from the provincial level to Chapter members.
- Encourages Chapter members to become involved in local and provincial activities and events.
- Ensures that Guideline 8 (Access to Information and Privacy) is being followed.

5.4.2 Vice-President

- Consider a Vice-President position to fulfill responsibilities in the event that the President is unavailable.

5.4.3 Chapter Secretary

- Keeps accurate information and minutes regarding the activities of the Chapter.

5.4.4 Chapter Treasurer

- Submits promptly to the STS Office membership fees paid locally for those individuals who join the STS after June 30.
- Keeps an accurate and transparent record of financial transactions.
- Ensures an annual third-party independent review of financial records.

5.5 Conclusion

- 5.5.1 While this overview identifies major activities to be carried out by Chapters to ensure effective functioning and maximum benefit to members, it is not intended to provide 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*, and
 - Correspondence from the Provincial STS.
- 5.5.2 As stated in the Provincial Bylaws (Local Chapters - Bylaw 8.6) all correspondence for consideration of Provincial Executive members shall be submitted to the appropriate Executive member or Committee at the STS Office, 2311 Arlington Avenue, Saskatoon, Saskatchewan S7J 2H8, or to sts@sts.sk.ca unless otherwise directed.

Guideline 6 – STS Membership Growth Awards

- 6.1 When a Chapter's membership is 10% greater than it was in the year in which the Chapter last received recognition, a small engraved shield will be provided for utilization as the Chapter determines. If it is the first Growth Award the Chapter is receiving, they will receive an Engraved Bell on a base.

Guideline 7 – Outreach Publication and Distribution

7.1 General Information

- 7.1.1 *Outreach*, the newsletter of the Superannuated Teachers of Saskatchewan, is published five times per year and is provided free of charge to STS members.
- 7.1.2 Members are encouraged to receive *Outreach* notification by email and access it on the website.
- 7.1.3 *Outreach* is intended to provide content of particular interest and relevance to retired educators.

7.1.4 The content should avoid advertising for profit, propaganda, religious views, partisan political views and bias.

7.2 Circulation

7.2.1 Circulation should include STS Members, Honorary Life Members, ACER-CART members, new retirees (one complimentary edition only), selected STF staff, STF offices (Saskatoon and Regina), Teachers' Superannuation Commission, STRP, SSM office, contributors and others as deemed appropriate.

7.2.2 One copy per household should be supplied where both spouses are STS members.

Guideline 8 – Access to Information and Privacy

8.1 The STS is committed to protecting an individual's privacy and the confidentiality of personal information as well as the confidential nature of other information such as contracts with service providers, vendors or staff.

8.2 Openness and the easy flow of information is desired while adhering to all applicable laws and statutes with respect to privacy and access to information.

8.3 The STS will only collect and use personal information for the purposes identified to the individual at the time of collection of the information and with the individual's authorization. The STS will only disclose personal information in accordance with these guidelines, unless otherwise required by law.

8.4 Requests for information should be made through the Executive Secretary in writing. The STS will respond to all such requests in a timely manner.

8.5 The following guidelines will be followed:

8.5.1 General membership statistics will be made available to the STS Executive, and to Chapters, as required.

8.5.2 New STS members will have an opportunity to authorize sharing of their contact information with the STS Chapter they have chosen to support.

- 8.5.3 Each Chapter will receive, on a semi-annual basis, a list of their Chapter members, contact information, and member's method of payment.
 - 8.5.4 Names and contact information 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.
 - 8.5.5 Requests for information on specific individuals from other and outside sources will be denied.
 - 8.5.6 The STS may contact an individual whose name is on file, on behalf of another person, giving them the name and contact information of the individual initiating the contact. Any further action is the responsibility of the individual being contacted.
- 8.6 All decisions by the STS to grant or deny a request for personal information will be made in accordance with these guidelines and as required by law. The STS retains the discretion to deny all requests from third parties or outside sources for confidential business information.
- 8.7 The STS will investigate and respond to any complaints or inquiries regarding its practices relating to the handling of personal information. In the event of an actual or potential privacy breach, the STS will investigate the incident and adhere to all applicable laws and statutes with respect to breach notification, reporting requirements, and steps to prevent future incidents.

Guideline 9 – Financial Affairs

In addition to the Information contained In Bylaw 4, the following guidelines shall apply.

9.1 Operations Reserve Fund

- 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 may 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.

9.3 Group Benefits Unappropriated Reserve Fund

9.3.1 The Unappropriated Reserve Fund is the fund made up of annual surpluses from the Extended Health and Dental Plan.

9.3.2 The fund shall be used to improve benefits, control premium levels, promote financial stability of the Plan and ensure that appropriated fund reserves are at levels required by the STS financial agreement with Saskatchewan Blue Cross.

9.3.3 A full report of the level and uses of the Unappropriated Reserve Fund shall be made at the AGM.

9.4 Appropriated Reserve Funds

9.4.1 Appropriated Reserve Funds, such as Claims Fluctuation Reserve and Incurred But Not Reported (IBNR) reserve, will be maintained as required in the STS financial agreement with Saskatchewan Blue Cross.



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