



**Red Deer Catholic Regional Division Local
#80**

Members' Handbook

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General Guidelines

1. At the beginning of each school year, the Executive shall provide a list of all Local officers and committees of the Local for distribution to each member of the Local.
 - 1.1. This is the responsibility of the secretary.
2. At the beginning of each school year, the Executive shall provide a copy of the Local Member Handbook to each member of the Council of School Representatives.
 - 2.1. This is the responsibility of the secretary once the Handbook is updated.
3. The Local Council of School Representatives meetings shall be scheduled by the Local Executive at the first meeting of the year.
 - 3.1. This is the responsibility of the president.
4. The treasurer will provide budget guidelines and budget for the year to the CSR at the first CSR meeting.
5. All motions must be brought to the CSR or at a general meeting before action is taken on that motion. Individuals and/or sub committees may not act on behalf of the Local without direction given by the CSR or at a general meeting.

Policies Concerning Governance

1. **Signing Authority** - The Local requires two signatures be used for the chequing account for the ATA Local #80.
 - 1.1. The two signatures will comprise the treasurer and one of either the president or the secretary.
2. **Unable to attend CSR** - Should an elected member of the CSR not be able to attend a scheduled meeting, they are responsible to ensure an alternate from their school shall be in attendance.
 - 2.1. If a school is unable to send someone to CSR, they forfeit their voice and right to vote at that meeting.
 - 2.2. If there is no representative for a school/central office, pertinent information and/or documents will be sent to the principal/designated member for distribution to members at that location.
3. **Observer status at the Executive Meetings** - Members wishing to attend an Executive meeting shall ask the Local President at least 48 hours before the scheduled meeting.
 - 3.1. Observers shall be provided copies of the meeting agenda and may be provided copies of reports and other documents as deemed appropriate by the President.
 - 3.2. Participation at the Executive meeting, such as debating, making motions, asking questions and voting, is restricted to members of the Executive only. Observers will not be asked to participate. Observers may raise matters with Executive members after the meeting.
 - 3.3. Observers are required to leave an Executive meeting when it is in closed session.
 - 3.4. The number of observers may be restricted, depending on space available.
4. **Protocol for hosting joint sessions with other Locals** - The Local recognizes the value of working cooperatively and collaboratively with other Locals and their committees to achieve common goals, effectively utilize resources, and build collegial relationships. To ensure that these ventures are successful, the following guidelines are proposed.
 - 4.1. The CSR passes a motion approving the joint participation of the proposed activity or event including information such as the contact person in each participating Local, cost sharing, responsibilities and expectations of each participating Local, and timeline for items such as information dissemination, registration, etc.
 - 4.1.1. The joint committee must consist of at least one Executive member.

- 4.2. The Executive member involved informs the CSR of the proposed event or activity and shares information regarding the full extent of the Committee's involvement and obligations, and provides adequate time for the CSR to consider all benefits to, or implications for, the Local.
- 4.3. Any information to be disseminated bearing the name or logo of the Local must be approved by the President of the Local.
- 4.4. The Committee, through the participating Executive member, must report to the CSR on the joint event or activity including information such as number of attendees, successful aspects, and suggested changes if the event or activity were to be repeated.
5. **Breakdown of the Council of School Representatives** - The number of representatives each school is permitted is governed by item [number eight from the Constitution](#) of the Local.
6. It is the responsibility of the Chair of each committee (with exception of Council of School Representatives) to collect and submit expenses and distribute reimbursement of said expenses from and to members of their committee.
 - 6.1. Travel expenses for members will be reimbursed according to the budget guidelines
 - 6.2. When necessary, meals will be provided for the meeting. No gift card honoraria will be provided for members other than at Council of School Representatives and Executive meetings.

Policies Concerning Meetings

1. **Motions** - A motion is required for the following:
 - 1.1. Adoption of the agenda
 - 1.2. Adoption of the minutes
 - 1.3. Initiating action on any matters pertaining to money or budget
 - 1.4. Initiating action on business of a committee
2. **Notice of Motion** - The intent is to have motions brought forward for consideration and deliberation one month prior to the vote on that motion, enabling CSR to get feedback from their staff.
3. **Emergent Motions** - A motion deemed to be emergent and not present on the agenda requires a vote in a favour of inclusion of at least 1/2 of the representatives present.
4. **Rules of Procedure** - The proceedings of all meetings shall be regulated by the official rules of procedure as published in the ATA Members' Handbook, except that the Chair shall have full rights to modify the rules as necessary for the benefit of the meeting and the business being done.

Policies Concerning Expenditures

1. **Donation Policy** - The Local recognizes that there are many worthy causes that need and deserve funding.

The Local does not feel member fees should be used for the purpose of donations, but rather the Local encourages individual members to organize and/or support a cause within the district or Local.

- 1.1. The Local recognizes that there are educational organizations which share the local's goals and are structured to work towards these goals.

- 1.1.1. As per budget guidelines, an amount will be given to the ATA Educational Trust on an annual basis and given at the Annual Representative Assembly.

- 1.2. The Local recognizes that there are organizations which support or lobby initiatives or concerns that parallel the Local's goals.

- 1.2.1. A motion asking for a donation to such organizations be made to the CSR on a yearly basis.

- 1.3. The Local recognizes the benefits gained through educational organizations at both the provincial and the national level.

- 1.3.1. A motion asking for a donation to an educational organization which lobbies on behalf of the local or of its provincial organization may be made by the CSR.

- 1.4. ATA Local #80 often reaps the benefit of other locals' negotiations and/or strike action and whereas the cost of a strike to a local or to individual members in a local can be financially detrimental.

- 1.4.1. During times when other locals are experiencing hardship as a result of provincial action, the Local may decide to make a donation to the locals involved.

- 1.5. The cost of a strike by our Local may be gravely detrimental to some members of our Local, the CSR may consider a motion to help those individuals. Only funds that are set aside for such an emergency would be considered for such motion. If required, there will be a budget line for this requirement.

- 1.6. Campaign donations for Provincial Executive Council elections

- 1.6.1. Should a motion concerning a monetary donation to a campaign be brought forward, it must pass with 2/3 vote at the CSR.

2. Local business reimbursement

2.1. Hotel, subsistence, travel, and sub costs will be reimbursed as per budget guidelines.

3. **Meeting Expense** - Council of School Representatives and Executive members in attendance for the duration of the scheduled meeting time will receive a stipend, as per budget guidelines, except where a restaurant meal is provided.

4. **Christmas Gift Policy** - The Local will give the executive (President, Vice President, Past President, Secretary, Treasurer, Professional Development Chair, Convention Rep, TW Chair, NSC Chair, LCO, and Social Chair) a gift at Christmas, as per budget guidelines

4.1. If a position is co-chaired, each person is to be given a gift.

4.2. If one person holds more than one position, only one gift is given.

5. CSR workshop policy

5.1. Substitutes for members to attend will be covered by the Local.

6. **Local President's & TW Cell Phone** - The Local will reimburse the President and TW chair for use of their cell phone as per budget guidelines.

Policies Concerning President Release Time & Honoraria

1. Executive Honorarium - As per budget guidelines.

Note: the honorarium given is considered to be income and T4's may be sent out.

1.1. Co-chairs

1.1.1. If more than one person holds the executive position, the honorarium amount will be shared equally.

1.2. Double Positions

1.2.1. If one member holds more than one executive position, they will receive the full honorarium of both positions.

1.2.2. If one member holds both TW and NSC chair positions, the member can collect the full amount of both honoraria.

2. President Release Time - In order to attend to Local business, the president will be given the option of taking release time to be purchased by the Local from the board as per Collective Agreement and budget guidelines OR of taking the cash equivalent of 0.1 FTE. (class four year five).

2.1. The president's decision must be made known to the executive no later than the Sept executive meeting of the current school year.

2.2. If the cash equivalent is taken,

2.2.1. it will be paid to the president in June of the current school year.

2.2.2. no other honorarium will be paid out.

2.2.3. sub costs for the president will be deducted from the 0.1 FTE cash amount.

2.2.4. CPP and EI will be deducted from the 0.1 FTE cash amount.

2.3. If the release time is taken, the honorarium amount listed in the appendix will be given to the president.

3. Executive attendance at functions - The Local covers the cost of up to 8 tickets, for executive members and their spouses, to attend all locally sponsored ATA events.

3.1. Executive members are given first priority for the 8 tickets. Any remaining tickets are to be made available to spouses of the executive members.

3.2. Tickets are non-transferable.

Concerning Scholarships and Bursaries

1. High School Awards

- a. The ATA Local #80 will offer a maximum of four scholarships each academic year:
 - i. ATA Local #80 Member's Child Scholarship
 - ii. ATA Local #80 Student Intending to Enter the Faculty of Education
 - iii. ATA Local #80 Member's Child Mature Student Award
- b. In the event that only one of the above categories is applied for, ATA Local #80 may accept two candidates rather than one to be the recipient of a scholarship.

c. Member's Child Scholarship

- i. One scholarship to a maximum of \$1000.00 will be awarded to a graduating grade 12 student whose parent is a member of the ATA Local #80. Members of Local #80 are defined as active teachers and teachers on temporary leave.
- ii. The student must be entering a recognized post-secondary institution in the following school year. Monies will be distributed by the Local Treasurer upon receipt of confirmation of the student's registration in their program the following October.
- iii. The scholarship will be awarded based on academics and application information.
- iv. ATA Local #80 will also provide each scholarship recipient with a certificate of congratulations to honour the specific award.
- v. Applicants are to apply in the year of graduation for the study to commence the following school year.

d. Students Intending to Enter the Faculty of Education Scholarship

- i. One scholarship to a maximum of \$1000.00 will be awarded to a graduating grade 12 student from an ATA Local #80 school who intends to enter a Faculty of Education program.
- ii. The student must be entering a recognized post-secondary institution in the following school year. Monies will be distributed by the Local Treasurer upon receipt of confirmation of the student's registration in their program the following October.
- iii. The scholarship will be awarded based on academics and application information.
- iv. ATA Local #80 will also provide each scholarship recipient with a certificate of congratulations to honour the specific award.
- v. Applicants are to apply in the year of graduation for the study to commence the following school year.

e. Member's Child Mature Student Award

- i. One scholarship to a maximum of \$1000.00 will be awarded to a mature student whose parent is a member of ATA Local #80. Members of ATA Local #80 are defined as active teachers and teachers on temporary leave.
- ii. The student must be entering a recognized post-secondary institution in the following school year. Monies will be distributed by the Local Treasurer upon receipt of confirmation of the student's registration in their program the following October.

- iii. The scholarship will be awarded based on application submission.
- iv. ATA Local #80 will also provide each scholarship recipient with a certificate of congratulations to honour the specific award.

f. Student Athlete Scholarship

- i. One scholarship to a maximum of \$1000.00 will be awarded to a graduating grade 12 student from an ATA Local #80 school. The student must be entering a recognised post-secondary institution in the following school year. Applicants are to apply in the year of graduation for the study to commence the following school year.

2. Elementary, Middle, and High School Awards

- a. Monies will be allocated for the use of school decided awards in the following manner using staffing number as of May 1 of that current school year as confirmed by the CFO of the division:
 - i. 1-15 FTE teachers - \$250
 - ii. 16-30 FTE teachers - \$350
 - iii. 31+ FTE teachers - \$450
- b. Schools will decide what type of award will be given out with money provided.
- c. Schools will decide how they choose recipients of the awards.
- d. It is the responsibility of the Council member(s) to provide the names of the award winners to the Local Communication Officer by June 25.

3. Member Education Improvement Bursary

- a. Three separate scholarships to a maximum of \$1000.00 each will be awarded to up to three individual members of the ATA Local #80 who have completed courses in a program at a TQS recognised institution during the 2025-2026 school year. The names will be selected by a random draw from all qualified applicants before the end of June of the application year. To receive payment the qualified applicant must sign the appropriate CRA tax form that will be shared. A member can only be drawn ONCE in their career as a member of our Local to receive this subsidy.

Concerning Standing Committees

1. **The Professional Development and Teacher Welfare Committees** of the Local shall hold their initial meeting early in the new school year.

1.1. At its initial meeting, each of the committees of this Local shall be provided with the following:

1.1.1. Copies of the Local Members' Handbook

1.1.2. Copies of the committee budget for that year as provided in the April CSR meeting

1.2. Prior to March 30, each committee shall review its Frame of Reference, applicable guidelines, and submit budget recommendations for the following year to the April CSR meeting.

1.2.1. Any changes to the Frame of Reference will be submitted to the CSR for approval.

1.2.2. The Teacher Welfare Frame of Reference changes must also be submitted to Barnett House for approval at the start of every negotiation round.

Concerning Ad-Hoc Committees

1. Committees may be created as per the Constitution article [24.6](#)

1.1 Once a committee has been struck, a budget will be submitted to CSR for approval.

1.2 Most recently the DEHR and WIL have been created

Concerning Annual Representatives Assembly (ARA)

1. **Duties** - See Constitution article [23.6](#)

2. **Delegate Committee** - Delegates to attend ARA on behalf of the Local will be appointed and elected at the October CSR meeting the year prior to the ARA they are to attend. The composition of this committee will be as follows:

2.1. President

2.2. A member of the Executive other than the President appointed by the Executive Vice - President or designate

2.3. Remaining allotted delegates, as per the Provincial Association allocation, from the Local (members at large, CSR, and/or Executive)

2.3.1. One delegate position will be made available for a member who has not attended ARA previously.

3. **Meetings** - The Delegate Committee will meet as required to be able to do the following:

3.1. Provide direction to the CSR concerning voting on ARA directives

3.2. Examine the proposed budget and vote on required items concerning it

3.3. Examine any proposed resolutions from the Local

Concerning Summer Conference

1. **Summer Conference Delegates** - shall be chosen according to the following criteria:

1.1. As per the Summer Conference guidelines from Barnett House.

1.2. Priority is given to chairpersons of appropriate committees where specific training sessions are provided at Summer Conference.

1.3. Available openings to be filled after a general announcement at the May CSR meeting. The Local Executive shall select the remaining delegates based on the Local allotment to Summer Conference and will notify delegates prior to the June CSR meeting.

2. **Reimbursement** - Delegates shall be reimbursed as per guidelines from Barnett House.

Concerning Technology

1 Technological devices will be made available for the positions of:

1.1 President, Secretary, Treasurer, Teacher Welfare Chair, and LCO/LPEO

1.2 It is the responsibility of the member to purchase and manage the device while they are in their position.

1.3 The purchase price of the device must not exceed \$1500.00, and must include anti virus protection, Microsoft Office, and a three year warranty.

1.4 Should additional software be required to fulfill the position, it will be purchased at the expense of the local upon CSR approval (ie: accounting software for the Treasurer).

2 For a computer purchased by the Local.

2.1 The value of the computer will depreciate at a rate of 1/3 of the original price per year.

2.2 Purchasing additional supplies will be the responsibility of the member.

2.3 Costs of equipment repairs will be the responsibility of the local.

2.4 When the position terminates, or the member resigns from the position, the outgoing executive member has the first option of purchasing the device from the local at the pro-rated depreciated price for the first two years.

2.5 When the position terminates, or the member resigns from the position, and the outgoing executive member decides not to purchase the device, the device will remain property of the local to be used by other executive members as required.

2.6 After three years of use by the Local executive, all Local-owned devices will be put out to members of the local in a blind auction and new devices will be purchased as replacements.

3 For members wishing to lease their personal devices to the Local.

3.1 An executive member from the list above, using their own computer for Local business will be paid compensation in the amount of \$30.00/month.

3.2 Purchasing supplies and cost of repairs will be the responsibility of the member.

3.3 Total compensation for the year will be paid in June.

3.4 Should additional software be required, it will be purchased by the Local upon approval by the CSR (ie: accounting software for the Treasurer).

Concerning Induction

1. A Committee shall be set up in September to organize and run the Local's induction ceremony.

1.1. The committee shall be made up of the Local Vice President and two other members. 1.2.

The committee is responsible for planning and running the ceremony.

1.3. The ordering of the pins, certificates and ATA materials are to be arranged through Barnett House.

1.4. The committee is responsible for identifying through the CSR and Central Office all beginning teachers and providing them with an invitation.

1.5. The committee will ask the school administration and CSR representative from the inductee's school to attend in support of the inductee.

2. Invitations to the Provincial ATA President, Senior administration, and Board Trustees will be sent out by the Vice President of the Local.

3. It is the responsibility of the CSR to urge inductees to invite family members and other ATA Local 80 members to attend.

Concerning Retirement Recognition

1. **Retirement Gift** - A gift as per budget guidelines will be given to a member upon their retirement.

1.1. A minimum gift is \$50.00

2. A nice memento of years of service through a nice plaque, cross or other way to recognize their contribution to education

3. **Retirement Celebration** - The Local shall provide the Council member, or designate, from the school of the retiree with \$300 to use towards an event of the staff's choosing to celebrate the retiree.

3.1. This money is given in place of the Local hosting an event for retirement.

Concerning Gifts

1. The Local recognizes the following events of a member:

1.1.1. Long term illness or major operation of member

1.1.2. Birth or adoption of a child by member.

1.1.3. Death in member's family. Family is defined as spouse, child, parent, legal guardian, brother, sister, parents of spouse, grandparents, and grandchildren.

1.1.4. Marriage of a member

Modified: Wednesday, November 6, 2024

- 1.2. A gift, for the above events, of no more than the amount stated in budget guidelines will be given to a member in one of the following forms:
 - 1.2.1. Flowers
 - 1.2.2. Prayer card
 - 1.2.3. Gift card
- 1.3. One gift per member will be given
 - 1.3.1. Births and/or deaths that take place in multiples (ex. twins) are recognized as separate events.
- 1.4. Requests for gifts will be made through the reps to the Social Chair person.
2. **Memoriam Fund** - Upon the death of an active or associate member of the Local, the CSR of that member's school will arrange an expression of condolences on behalf of the Local in an amount not to exceed \$250.
3. **Grand Opening** - The President of the Local shall, on such occasions of a school or district office opening, present an appropriate gift, as per budget guidelines, to the school or Central Office on behalf of the Local.
 - 3.1. The President shall arrange for the delivery of framed copies of Code of Conduct and Rights and Responsibilities of Teachers from Barnett House.
4. **Christmas Card** - The Local President, on behalf of the Local, will send Christmas cards to all Trustees and one to Central Office.
5. **25 Years of Teaching Service** - Teachers who have completed 25 years of teaching service, shall be recognized and honoured.
 - 5.1. All certified teaching experience both in and outside of Alberta will be recognized for 25 years teaching recognition and honour.
 - 5.1.1. It is the responsibility of the Vice President or designates to determine the eligibility of teachers.
 - 5.2. A gift as per budget guidelines will be presented to teachers who have 25 years of service.

Concerning Conferences

1. **Beginning Teachers' Conference** - The Local shall cover the costs, as stated on the Local's claim form, of sending our beginning teachers to the Beginning Teachers' Conference hosted

by the Provincial Association.

2. Leadership Essentials Conference - The Local shall cover the costs, as stated on the Local's claim form, of sending our beginning administrators to the Leadership Essentials Conference hosted by the Provincial Association.

Agreement Concerning the Beginning Teachers' Conference

Mutual benefit arises from the participation of new teachers at the Beginning Teachers' Conference. As such, the two parties have agreed to the following terms until such notice is given to withdraw from this agreement.

1. Both parties acknowledge the benefit of this conference
2. Both parties will encourage and support the participation of teachers at this conference
3. The School Division will make arrangements for release time and cover the cost of a substitute for the teacher to attend
4. The ATA Local will reimburse the participants according to the Local's policies for expenses incurred as a result of participation

Original Signed
Mr. V. Paul Mason
Superintendent

December 10, 2012

Original Signed
Mr. Brice Unland
Local President

December 10, 2012

This agreement was passed by Local Council on November 13, 2012.

Agreement Concerning the Children's Christmas Party

The two parties have agreed to the following terms until such notice is given to withdraw from this agreement.

1. The ATA Local will plan and host the Children's Christmas Party.
 - a. The event will be open to all Division staff.
2. The cost associated with the Children's Christmas Party will be equally split between the two parties.
 - a. The ATA Local will cover all costs.
 - b. The Local will submit a bill for half the cost to the Division once all expenses have been paid.
 - c. Recognition of the two sponsoring parties will be evident.

Original Signed
Mr. V. Paul Mason
Superintendent

Original Signed
Mr.
Brice
Unland
Local
President

December 10, 2012

December 10, 2012

This agreement was passed by Local Council on November 13, 2012.

Agreement Concerning the Leadership Essentials Conference

Mutual benefit arises from the participation of new administrators at the Leadership Essentials Conference. As such, the two parties have agreed to the following terms until such notice is given to withdraw from this agreement.

1. Both parties acknowledge the benefit of this conference.
2. Both parties will encourage and support the participation of administrators at this conference.
3. The cost associated with administrators attending this conference will be equally split between the two parties.
 - a. The ATA Local will reimburse the participants according to the Local's policies for expenses incurred as a result of participation.
 - b. The Local will submit a bill for half the cost, minus grant in aid received, to the Division once all claims have been paid.

Original Signed
Mr. V. Paul Mason
Superintendent

Original Signed
Mr.
Brice
Unland
Local
President

December 10, 2012

December 10, 2012

This agreement was passed by Local Council on November 13, 2012.

Constitution of Red Deer Catholic Local 80 is found here:

https://www.atalocal80.ca/_files/ugd/7e77d3_6c6cb94fafc341fea205c09898b71e54.pdf

Collective Agreement for September 1, 2020 to August 31, 2024 is found here:

https://www.atalocal80.ca/_files/ugd/7e77d3_88ed334a02cf4cc18181ee83fb8022f6.pdf