



APSEA LOCAL Operational Procedures



Approved by the APSEA Membership at their May 16, 2024, General Meeting

APSEA LOCAL

Operational Procedures

Table of Contents

<u>Article</u>	<u>Title</u>	<u>Page #</u>
1.00	Duties of the Local Executive	1
1.01	Duties of the Local President	2
1.02	Duties of the Local First Vice-President – Economic Welfare	2
1.03	Duties of the Local Secretary	3
1.04	Duties of the Local Treasurer	4
1.05	Duties of the Local Vice-President – Communications	4
1.06	Duties of the Local Vice-President – Professional Development	4
2.00	Duties of the NSTU Representative	5
3.00	Duties of Local Committees	6
3.01	Duties of the Finance Committee	6
3.02	Duties of the Nominating Committee	6
3.03	Duties of the Communications and Public Affairs Committee	7
3.04	Duties of the Professional Development Committee	7
3.05	Duties of the Resolutions Committee	8
3.06	Duties of the Member Engagement and Social Committee	8
3.07	Duties of the Economic Welfare Committee	8
3.08	Duties of the Equity Committee	9
4.00	Meeting Protocols and Agendas	9
4.01	Local General Meeting Agenda	10
4.02	Local Executive Meeting Agenda	10
5.00	Leadership Training	11
6.00	Honoraria	11
7.00	Local Signing Officers	12
8.00	Amendments	12
Appendix A	List of the Local’s Educational Regions	13
Appendix B	Guidelines for APSEA Local Post-Secondary Bursaries	14



1.00 DUTIES OF THE LOCAL EXECUTIVE

1. The Local Executive shall conduct the business of the Local under the direction of the Local's general membership.
2. The Local Executive shall present to the Local's Annual General Meeting:
 - a. a financial statement for the preceding fiscal year;
 - b. a proposed budget for the upcoming year;
 - c. a report of the Local's activities for the year; and
 - d. a report of the Local's expected activities for the upcoming year.
3. The Local Executive shall receive and disburse all Local funds in accordance with the Nova Scotia Teachers Union's By-Laws, Standing Orders, and Operational Procedures.
4. Local Executive members shall regularly attend meetings and perform their duties as required.
5. Local Executive members shall present written reports to Local General Meetings regarding their activities.
6. The Local Executive may assist in the recruitment and election of NSTU representatives and alternate representatives.
7. The Local Executive shall be responsible for the administration of all Local Standing Committees including ratification of the Nominating Committee's selection process. The Local Executive shall have the sole authority to approve all decisions of the Local's Standing Committees.
8. The Local Executive may appoint ad hoc committees as circumstances dictate.
9. The Local Executive shall call special meetings in the event of an emergency or special need.
10. All Local Executive members are encouraged to maintain a written record of their committee work and file these with the Local Executive.

1.01 DUTIES OF THE LOCAL PRESIDENT

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

1. The Local President shall be the official spokesperson for the Local on all Local matters.
2. The Local President or designate shall preside at all General Meetings and Executive Meetings of the Local.
3. The Local President, in consultation with the Local Secretary, shall prepare agendas for all General Meetings and Executive Meetings of the Local.
4. The Local President shall be an ex-officio member of all Local committees.
5. The Local President or designate shall serve on committees as required by the Agreement between the Atlantic Provinces Special Education Authority (APSEA) and the NSTU.
6. The Local President shall serve on the Local Economic Welfare Committee.
7. The Local President shall communicate with the General Membership regularly.
8. The Local President shall review the Local's Constitution and Operational Procedures during the first meeting of the Local Executive each year.
9. The Local President, in consultation with the Local Executive, shall appoint an Executive member with the following responsibilities:
 - a. Chair of the Resolutions Committee;
 - b. Chair of the Nominating Committee; and
 - c. Chair of the Equity Committee.
10. The Local President shall perform such duties as directed by the Local's General Membership and the Local Executive.

1.02 DUTIES OF THE LOCAL FIRST VICE-PRESIDENT – ECONOMIC WELFARE

The duties of the Local First Vice-President – Economic Welfare shall include, but are not limited to the following:

1. In the absence of the Local President, the Local First Vice-President – Economic Welfare shall assume the duties of the Local President.

2. The Local First Vice-President – Economic Welfare shall Chair the Economic Welfare Committee.
3. The Local First Vice-President – Economic Welfare, as assigned by the Local Executive, shall serve on committees as required by the Agreement between the Atlantic Provinces Special Education Authority (APSEA) and the NSTU.
4. The Local First Vice-President – Economic Welfare shall monitor contractual obligations between the Atlantic Provinces Special Education Authority (APSEA) and the NSTU.
5. The Local First Vice-President – Economic Welfare may coordinate economic welfare training within the Local.

1.03 DUTIES OF THE LOCAL SECRETARY

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

1. The Local Secretary shall record, maintain, archive, and distribute official copies of the minutes of all General Meetings and Executive Meetings of the Local.
2. The Local Secretary shall maintain a record of attendance at all General Meetings and Executive Meetings of the Local.
3. The Local Secretary shall maintain all official records of the Local including the Constitution, Operational Procedures, and Local Membership Registry and ensure that appropriate revisions are processed.
4. The Local Secretary shall provide the Local Constitution, Local Operational Procedures, approved General Meeting Minutes, and approved Executive Meeting Minutes to Local members upon request.
5. The Local Secretary shall maintain a current list of contact information for NSTU Representatives, Local Executive members, and Local standing committee members.
6. The Local Secretary shall forward to the NSTU Central Office names and contact information for the Local Executive immediately following the Annual General Meeting.
7. The Local Secretary shall circulate information regarding Local meetings and other events as directed by the Local Executive.

1.04 DUTIES OF THE LOCAL TREASURER

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

1. The Local Treasurer shall chair the Local's Finance Committee.
2. The Local Treasurer shall administer all financial matters associated with the Local and report to the Local, by means of a financial statement, at General Meetings.
3. The Local Treasurer shall be responsible for an annual audit review of the financial records of the Local in accordance with guidelines prepared by the Finance and Property Committee of the NSTU.
4. The Local Treasurer shall prepare a proposed budget for approval at the Annual General Meeting.

1.05 DUTIES OF THE LOCAL VICE-PRESIDENT – COMMUNICATIONS

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

1. The Local Vice-President – Communications shall chair the Local's Communications and Public Affairs Committee.
2. The Local Vice-President – Communications shall maintain and up-date the Local Website and social media site(s).
3. The Local Vice-President – Communications shall liaise with other Communications (PA/PR) Committees of the NSTU.

1.06 DUTIES OF THE LOCAL VICE-PRESIDENT – PROFESSIONAL DEVELOPMENT

The duties of the Local Vice-President – Professional Development shall include, but are not limited to the following:

1. The Local Vice-President – Professional Development shall serve on the Professional Development Committee as required by the Agreement between the Atlantic Provinces Special Education Authority (APSEA) and the NSTU.
2. The Local Vice-President – Professional Development shall help coordinate Local Rep Retreats and other Local training.
3. The Local Vice-President – Professional Development shall liaise with other Professional Development Committees of the NSTU.

2.00 DUTIES OF THE NSTU REPRESENTATIVE

1. The NSTU Representative shall request time on staff meeting agendas in order to:
 - a. update NSTU Members;
 - b. obtain NSTU Members' views on professional and economic welfare matters; and
 - c. disseminate information to NSTU Members concerning Local and Provincial matters.
2. The NSTU Representative shall present the views and concerns of their educational region to the Local Executive.
3. The NSTU Representative shall receive and share minutes from Local Executive meetings.
4. The NSTU Representative shall be knowledgeable about the policies and procedures of the Local and the NSTU.
5. The NSTU Representative shall direct member requests to the appropriate Local or Provincial authority.
6. The NSTU Representative shall encourage new-member involvement with Local activities.
7. The NSTU Representative shall attend General Meetings of the Local.
8. The NSTU Representative shall distribute material received from the Local or Provincial NSTU to members in their region.
9. The NSTU Representative shall encourage the involvement of the Member in the development of Local goals and objectives.
10. The NSTU Representative shall attend and distribute materials from meetings regarding Regional and Provincial negotiations.
11. The NSTU Representative shall conduct votes as directed by the Local or Provincial NSTU.
12. The NSTU Representative shall aid the Local Secretary in the collection of information for the Membership Registry.
13. The NSTU Representative shall promote a united teaching profession.

3.00 DUTIES OF LOCAL COMMITTEES

1. All Local Standing Committees are subcommittees of the Local Executive and as such, decisions of Standing Committees are subject to the approval of the Local Executive.
2. All Local Standing Committees shall be chaired by a Local Executive member.

3.01 DUTIES OF THE FINANCE COMMITTEE

1. Administer the audit review for the year.
2. Prepare a proposed budget for approval at the Annual General Meeting.
3. Oversee the production of a financial report for review and consideration by the Local Executive.
4. Develop and revise Guidelines for NSTU Local Expenditures.
5. Administer the APSEA Local Bursary.

3.02 DUTIES OF THE NOMINATING COMMITTEE

1. Administer the election of Local President by universal suffrage by:
 - a. setting an election date in accordance with the Local's Constitution;
 - b. circulating notice of nominations to NSTU Representatives at least three (3) weeks prior to the election;
 - c. circulating data sheets of nominees to all educational regions;
 - d. administering the vote electronically via Zoom poll or e-mail.
2. Administer the election of Local Executive members by:
 - a. circulating notice of nominations to all NSTU representatives at least two (2) weeks prior to the Local's Annual General Meeting;
 - b. presenting candidates for each open position at the Local's Annual General Meeting after making three calls for any further nominations;
 - c. conducting the vote through secret ballot; and
 - d. ensuring the destruction of ballots following the elections through motion.
3. Administer the selection process of Local Annual Council Delegates, selection to be ratified by the Local Executive.

4. Oversee the elections of NSTU representatives.
5. Administer the selection process for Local committee membership, selection to be ratified by the Local Executive.

3.03 DUTIES OF THE COMMUNICATIONS AND PUBLIC AFFAIRS COMMITTEE

1. Promote the positive image of teachers of the Local.
2. Promote and explain the aims and goals of the Local and NSTU.
3. Coordinate internal communications with members.
4. Circulate information received from Local leaders and Local Committees to the general membership and other interested stakeholders.
5. Liaise with the provincial NSTU Political Action and Public Relations Committee.
6. Sponsor, coordinate, and host a variety of activities for Local members as directed by the Local Executive.
7. Maintain a contact file of MLAs, MPs, APSEA Board Members, and other persons with an interest in public education.
8. Meet with MLAs in order to maintain an open line of dialogue between the Local and the government.

3.04 DUTIES OF THE PROFESSIONAL DEVELOPMENT COMMITTEE

1. Organize professional development activities, seminars, and workshops for the Local.
2. Help coordinate professional development activities with the employer which benefit teachers.
3. Advise the Local Executive regarding professional development issues.
4. Liaise with the provincial NSTU Professional Development Committee.

3.05 DUTIES OF THE RESOLUTIONS COMMITTEE

1. Forward the name of the Local's Resolutions Committee Chair to NSTU Central Office by October 1st of each year.
2. Inform the Local's General Membership of submission procedures and timelines.
3. Assist members in preparing resolutions and accompanying briefs for submission.
4. Distribute copies of proposed resolutions to members prior to the General Meeting in which they will be discussed.
5. Submit Local resolutions which were approved at the Local's General Meeting to the provincial Resolutions Committee. Ensure that NSTU Central Office receives a copy of the minutes for the General Meeting where resolutions were approved.
6. Brief the Local's delegation to Annual Council regarding speakers to Local's resolutions during Council.

3.06 DUTIES OF THE MEMBER ENGAGEMENT/SOCIAL COMMITTEE

1. Connect members of the Local through education, culture-building, branding, and social activities.
2. Recognize contributions of members to the teaching profession.
3. Foster a culture of appreciation, support, and recognition through gift-giving initiatives.

3.07 DUTIES OF THE ECONOMIC WELFARE COMMITTEE

1. Prepare for negotiations with the Atlantic Provinces Special Education Authority (APSEA) under the direction of the Local Executive.
2. A sub-committee of the Economic Welfare Committee shall, under the direction of the Local Executive, engage in negotiations with the Atlantic Provinces Special Education Authority (APSEA).
3. A sub-committee of the Economic Welfare Committee shall serve on the Management Teacher Committee.

4. A sub-committee of the Economic Welfare Committee shall serve on the Union Grievance Committee.
5. Monitor the contractual obligations between APSEA Local Members and the employer.
6. Plan and promote improved working conditions for APSEA Local Members.

3.08 DUTIES OF THE EQUITY COMMITTEE

1. Promote diversity and inclusion by raising awareness about issues related to diversity, advocating for inclusive policies and practices within the Local.
2. Address equity issues that impact APSEA Local members, such as discrimination, harassment, bias, and inequitable treatment.
3. Advocate for equity in education through education and training.

4.00 MEETING PROTOCOLS AND AGENDAS

1. All Local General Meetings shall be scheduled prior to the first day of school and the date, time, and /video conferencing link shall be shared via email through the NSTU Member Registry and APSEA Local social media site(s).
2. The Local shall be governed by Parliamentary Procedures as set forth by the Provincial Executive.
3. The Local will include a Restorative (Relational) Approach philosophy when conducting meetings.
4. Local Resolutions to Annual Council must be approved at a General Meeting and should fall under New Business.
5. Filing of the Local's Financial Statement for the previous school year must be approved at the Local's Annual General Meeting and should fall under the Treasurer's Report.
6. Adoption of a Budget for the following school year must be approved at the Local's Annual General Meeting and should fall under New Business.

7. The election of Local Executive Members must be conducted at the Local's Annual General Meeting and should fall under New Business.

4.01 LOCAL GENERAL MEETING AGENDA

1. Call to Order
2. Adoption of Agenda
3. Disposition of the Minutes from previous meeting
4. Correspondence
5. Reports from Local Officers and others
 - a. President
 - b. Treasurer
 - c. First Vice-President – Economic Welfare
 - d. Vice-President – Communications
 - e. Vice-President – Professional Development
 - f. Provincial Executive Member
 - g. Staff Liaison Officer
6. Unfinished Business
7. New Business
8. Announcements
9. Adjournment

4.02 LOCAL EXECUTIVE MEETING AGENDA

1. Call to Order
2. Adoption of Agenda
3. Disposition of Minutes from previous meeting
4. Correspondence
5. President's Report

6. Reports from Committee Chairs
 - a. Finance Committee
 - b. Economic Welfare Committee
 - c. Nominating Committee
 - d. Communications and Public Affairs Committee
 - e. Professional Development Committee
 - f. Resolutions Committee
 - g. Equity Committee
7. Report from Provincial Executive Member
8. Unfinished Business
9. New Business
10. Announcements
11. Adjournment

5.00 LEADERSHIP TRAINING

Annually there shall be a minimum of one professional development session for Local Executive and NSTU Representatives on the topic of NSTU governance principles and practices which includes roles and responsibilities, fiduciary obligations, and constitutional requirements.

6.00 HONORARIA

Honorarium is to be paid out in one lump sum. Honoraria is a taxable benefit, payment and payment is handled through the NSTU Central Office.

APSEA Local Executive	Amount
President	\$2,500
Treasurer	\$2,500
First Vice President of Economic Welfare	\$1900
Secretary	\$1900

VP of Professional Development	\$1900
VP of Communications	\$1900

APSEA Local Reps (10 positions)	\$400 each \$4,000 total
--	-----------------------------

Local Reps are required to attend at least four (4) Local meetings and/or training sessions to receive total honoraria. Honorarium will be calculated at a rate of \$50 per meeting or training.

7.00 LOCAL SIGNING OFFICERS

1. From the Local Executive, a minimum of three (3) signing officers shall be bonded for the disbursement of Local funds and other banking purposes.
2. The Local Treasurer shall be one of the signing officers.

8.00 AMENDMENTS

1. Procedures for amending Operational Procedures are outlined in the APSEA Local Constitution under Article XIII.
2. The Local Operational Procedures shall be automatically reviewed every three (3) years, with the implementation of Operational Procedures on the 16th day of May 2024.

APPENDIX A

List of the Local's Regions

- New Brunswick – Wolastoq
- New Brunswick – Moncton
- New Brunswick – Saint John
- Nova Scotia – Halifax
- Nova Scotia – Antigonish-Cape Breton
- Nova Scotia – Chignecto
- Nova Scotia – Valley
- Nova Scotia – South Shore
- Prince Edward Island

APPENDIX B

Guidelines of Bursaries

APSEA Local Student Bursary Guidelines/Application

Amended by NSTU APSEA Local PD Committee 2022-2023

Funding Details

- For legal dependents of members of the APSEA Local of the NSTU.
- Four taxable bursaries of \$1000 each are available for students who plan to attend an accredited post-secondary program.
- If there are more than four applicants, a draw will be held to determine the recipients.
- Students can apply at any time during their program.

Eligibility

- Legal dependent children of NSTU APSEA Local members can apply.
- The student must be enrolled in an accredited, post-secondary program (e.g. university, community college).
- The student can not have received this bursary in the past.
- The parent must be a member of the APSEA Local of the NSTU at time of approval.
- The student must provide proof of enrollment (i.e. copy of student ID, course enrollment form) in order to receive funds. A letter of acceptance is not considered proof of enrollment.
- The Deadline for applications is May 31st of each year.
- Should a bursary be awarded, proof of enrollment will be required by the APSEA Local Executive at the beginning of the school year. If the student does not claim the bursary by September 30th, funds will be sent to alternate applicants.

How to Apply

- Complete the form below and email it to Christine Kim at apseapdm@nstu.ca
- When you receive notification of the bursary award, you will be asked to provide proof of enrollment as soon as possible to the Local Treasurer. A cheque will be issued once this proof is received. You should be able to get a letter stating proof of enrollment from your chosen institution as soon as deposit or registration fee is paid.

APSEA LOCAL Bursary Application Form

Applicant's Name:

Applicant's Email address:

Applicant's Date of Birth:

Applicant's Address:

Applicant's SIN:

Name of Institution where the Applicant will be attending:

Name of program for which the Applicant has been accepted:

Applicant's Parent's/Guardian's Name:

Applicant's Signature: