

Superannuated Teachers of Saskatchewan

Saskatoon Chapter

Constitution, Bylaws and Policies

Revised October 2016



Founded

The Saskatoon Chapter was formed on May 12, 1972, with Eric Marriott as the first President and Ruth MacIntosh as Secretary.

Introduction

The Constitution and Bylaws of any organization should be dynamic in nature, changing and adapting to new realities. This updated version of the Constitution and Bylaws of the Saskatoon Chapter of the Superannuated Teachers of Saskatchewan features three distinct components:

Constitution: A statement of the fundamental principles of the Saskatoon Chapter of the STS.

Bylaws: The rules by which the Chapter conducts its meetings and affairs.

Policies: Explanatory notes, procedural details and other pertinent information.

Table of Contents

Constitution

Article 1	Name	1
Article 2	Allegiance	1
Article 3	Mission and Vision	1

Bylaws

Bylaw 1	Membership.....	2
Bylaw 2	Fees	2
Bylaw 3	Executive	2
Bylaw 4	Meetings	3
Bylaw 5	Quorum	3
Bylaw 6	Amendments to the Constitution and Bylaws	4
Bylaw 7	Resolutions Directed to the Provincial STS	4
Bylaw 8	Chapter Delegates to the Provincial STS Annual General Meeting	4
Bylaw 9	Duties of Officers	

Executive Council

9.1	President	5
9.2	Past-President	5
9.3	Vice-President	6
9.4	Secretary	6
9.5	Treasurer	6
9.6	Chairpersons/Co-Chairpersons of Executive Standing Committees	7
9.6.1	Committee Chairpersons	7
9.6.2	Executive Approval for Committee Members	7
9.6.3	Committee Reports	7
9.6.4	Activities	7
9.6.5	Archives	7
9.6.6	Cards	8
9.6.7	Email	8
9.6.8	Member Recognition	8
9.6.9	Membership and Directory	8
9.6.10	Newsletter 'The Voice'	8
9.6.11	Program	9
9.6.12	Public Relations/Resolutions/Political Advocacy	9
9.6.13	Registration	9
9.6.14	Social	9
9.6.15	Special Occasion	9
9.6.16	STS Provincial Liaison	10
9.6.17	Telephoning	10
9.7.18	Visiting	10
9.7.19	Website and Mail Labelling	10
Bylaw 10	Order of Business	10
Bylaw 11	Election of Executive	11
Bylaw 12	Financial Signing Authority	11
Bylaw 13	Privacy of Chapter Information	11
Bylaw 14	Member Recognition	11
Bylaw 15	Dissolution	12

Policies	13
-----------------------	----

Constitution

Article I – Name

The name of the organization shall be Saskatoon Chapter of the Superannuated Teachers of Saskatchewan (STS), herein called the Saskatoon Chapter.

Article 2 – Allegiance

This chapter shall be a member of the Provincial Body of the Superannuated Teachers of Saskatchewan.

Article 3 – Mission and Vision

3.1 Mission

The Saskatoon Chapter represents superannuated and retired teachers as a collective organization. The Saskatoon Chapter supports the needs and interests of members, encourages participation in recreation and fellowship activities, and advocates for pension and wellness improvements. The Saskatoon Chapter promotes the aims and goals of the STS and the STF.

3.2 Vision

Our vision is to be recognized as a vibrant, active organization that is responsive to our diverse membership.

3.3 Mandate

3.3.1 Create a sense of community and serve as an advocate for all members.

3.3.2 Involve members in the development of goals, objectives and activities.

3.3.3 Keep members informed.

3.3.4 Present retirement and aging as positive experiences, while addressing terms such as “superannuated”, “senior” and “retiree”.

3.3.5 Encourage openness to organizational change.

3.4 Goals

3.4.1 To promote the interests of the members of the Saskatoon Chapter.

3.4.2 To maintain a working relationship with the STS, the STF, and local teacher organizations.

3.4.3 To establish and maintain a working relationship with other organizations whose interests are similar to those of the STS.

3.4.4 To maintain a system of communication for members.

3.4.5 To provide leadership in matters which address pension, wellness and other needs of superannuates/retirees.

Bylaws

Bylaw 1 – Membership

- 1.1 Membership is open to any eligible superannuated or retired teacher and surviving spouse, as defined by the STS Provincial Bylaws.
- 1.2 The Executive may grant associate membership to a teacher who has left the teaching profession but has not met the requirements for superannuation/retirement eligibility.
 - 1.2.1 Associate members may serve on committees but are not eligible to serve on the Executive.
 - 1.2.2 Associate members are not allowed to vote at Chapter meetings.

Bylaw 2 – Fees

- 2.1 Annual fees are due by June 30 and are payable to the STS Provincial or to the Chapter Treasurer.
- 2.2 Fees that are not automatically deducted from the retirement allowances are paid to the Chapter Treasurer. The Chapter Treasurer then forwards the fees to the STS Provincial.
- 2.3 Chapter Honorary Life Members who received the award prior to 2012 will be rebated for Chapter fees.
- 2.4 Associate members shall pay the same Chapter fees as that of full members.

Bylaw 3 – Executive

- 3.1 The Executive of the Saskatoon Chapter shall be as follows.
- 3.2 Executive Council
 - 3.2.1 President
 - 3.2.2 Past President
 - 3.2.3 Vice-President
 - 3.2.4 Secretary and Assistant
 - 3.2.5 Treasurer and Assistant
- 3.3 Executive Standing Committees
 - 3.3.1 Activities
 - 3.3.2 Archives
 - 3.3.3 Cards
 - 3.3.4 Email
 - 3.3.5 Member Recognition

- 3.3.6 Membership and Directory
- 3.3.7 Newsletter, *'The Voice'*
- 3.3.8 Program
- 3.3.9 Public Relations/Resolutions/Political Advocacy
- 3.3.10 Registration
- 3.3.11 Social
- 3.3.12 Special Occasion
- 3.3.13 STS Provincial Liaison
- 3.3.14 Telephoning
- 3.3.15 Visiting
- 3.3.16 Website and Mail Labelling
- 3.4 Executive members have full voting privileges at executive meetings. If a committee has Co-Chairpersons/Assistants, each has full Executive privileges, including voting.
- 3.5 Executive Standing Committees shall add members to committees as required.
- 3.6 Executive members will respect the privacy of members.

Bylaw 4 – Meetings

- 4.1 Chapter meetings are generally held each month, except for July and August.
 - 4.1.1 The Executive may change the time, place and number of Chapter meetings. Notice of such change will be provided to the members electronically, by telephone or print.
- 4.2 Executive meetings are generally held each month, except for July and August.
 - 4.2.1 Meetings may be called at a time and place as determined by the President.
- 4.3 Executive Council meetings may be called at the discretion of the President.

Bylaw 5 – Quorum

- 5.1 Executive Meetings – A quorum shall be a simple majority of elected members in attendance.
- 5.2 Chapter Meetings
 - 5.2.1 Regular Chapter motions and business require a simple majority of the members present.
 - 5.2.2 Changes to the Constitution and Bylaws require 75% of voting members present.
 - 5.2.3 Resolutions directed to the STS Provincial body require a simple majority of the voting members present.

Bylaw 6 – Amendments to the Constitution and Bylaws

- 6.1 Chapter members or the Executive may propose amendments to the Chapter Constitution and Bylaws.
- 6.2 The Executive presents the amendment(s) to the members as a notice of motion, at a Chapter meeting prior to being voted on.
- 6.3 The amendment(s) are reviewed and voted on at the next Chapter meeting.
- 6.4 Bylaw changes require 75 % majority of voting members present.
- 6.5 Amendments are in effect as of the date of approval or on any other date specified by the amendment.

Bylaw 7 – Resolutions Directed to the Provincial STS

- 7.1 The Chapter deals with resolutions that are approved at a Chapter meeting and are forwarded to the Provincial Resolutions committee to be considered at the Annual General Meeting.
- 7.2 Resolutions are submitted to the Public Relations/Resolutions/Political Advocacy Committee.
- 7.3 Resolutions directed to the Provincial STS organization must follow the procedures and timelines as stated in the Provincial Bylaws.
 - 7.3.1 Individuals may present resolutions directly to the Provincial STS, or present them at the AGM, according to STS procedures.
- 7.4 Submit a copy of the approved resolutions to the Provincial STS as outlined in their Policy Handbook.

Bylaw 8 – Chapter Delegates to the Provincial Annual General Meeting

- 8.1 All executive members are provided with the first opportunity to attend the Provincial AGM as Delegates. The Executive Council will make the selection of remaining Delegates. Members will be informed if they are Delegates. The expectation is that all Delegates will attend a Pre-AGM meeting.
- 8.2 The Secretary will be responsible for obtaining a list of members who are interested in serving as Delegates to the Provincial AGM. The President will arrange a meeting of the Executive Council for the selection of Delegates.
- 8.3 The Secretary, along with the President, will notify members who have been selected to attend as Delegates. Members who have not been selected will be notified that their names have been put on the alternate list.
- 8.4 The Secretary will forward a list of the names and addresses of the Delegates to Provincial STS as outlined in the STS Policy Handbook. Updates will be provided when necessary.

Bylaw 9 – Duties of Officers

9.1 President

- 9.1.1 Together with the Vice-President, prepares the calendar for the following year.
- 9.1.2 Prepares an agenda and chairs the Executive and Chapter meetings.
- 9.1.3 Prepares a Chapter Report of the activities and resolutions for submission to the Provincial AGM according to the STS Policy Handbook.
- 9.1.4 Makes a presentation at the STF Planning for Retirement Seminars, introducing the Saskatoon Chapter, and inviting superannuates/retirees to become members, as per STS Guidelines.
- 9.1.5 The President directs inquiries on member services to the STS provincial office.
- 9.1.6 Extends an invitation to new superannuates/retirees to attend a welcome event in the fall.
- 9.1.7 Serves as ex-officio member of all committees.
- 9.1.8 Serves as a member of the nominating committee for Executive Officers.
- 9.1.9 Serves as contact person for outside agencies wishing to contact the Chapter.
- 9.1.10 Approves all contracts with outside agencies.
- 9.1.11 Purchases flowers or other tokens extended on behalf of the Chapter, as appropriate.
- 9.1.12 Chairs the meeting for the selection of Delegates to the Provincial AGM. (The committee consists of the President, Vice-President, Past-President and Secretary).
- 9.1.13 Plans the pre AGM workshops along with the Executive Council.
- 9.1.14 Establishes Ad Hoc committees as necessary and approved by the Executive. Establishes an Ad Hoc committee to deal with updates to the Constitution and Bylaws, in years ending in 5 and 0.
- 9.1.15 Before the end of June arranges for an orderly transfer of responsibilities and exchange of information between the outgoing and incoming Executive members.
- 9.1.16 Assists the telephoning committee and the emailing committee chairs with information items that are sent to members.
- 9.1.17 Submits a copy of the Chapter Report (as prepared in 9.1.3) for inclusion in the minutes of the June Executive meeting and posting on the website.
- 9.1.18 The President's term of office shall not exceed two consecutive terms.

9.2. Past-President

- 9.2.1 Provides continuity between the previous year and the current year for the Executive and the Chapter.
- 9.2.2 Serves on the Member Recognition Committee.
- 9.2.3 Serves on the committee for the selection of delegates to the Provincial AGM. (The committee consists of the President, Vice-President, Past-President and Secretary).
- 9.2.4 Serves as a member of the nominating committee for Executive elections.
- 9.2.5 Chairs the annual meeting for election of officers at the May Chapter meeting.
- 9.2.6 Screens applications for Associate Membership and presents to Executive for ratification.
- 9.2.7 Chairs meetings or performs other duties as required in the absence of the President and Vice-President.
- 9.2.8 Prepares an annual report of the Past-President's activities and recommendations for the minutes of the June meeting.

9.3. Vice-President

- 9.3.1 Chairs meetings or performs other duties as required in the absence of the President.
- 9.3.2 Chairs the Nominating Committee for the election of Executive Officers. This committee consists of the Past-President, President and Vice-President.
- 9.3.3 Together with the President establishes the dates for all executive and chapter meetings and makes appropriate facility arrangements.
- 9.3.4 Annually appoints an individual or individuals to be responsible for chapter photographs.
- 9.3.5 Organizes the December and June Banquets.
- 9.3.6 Serves on the committee for the selection of Delegates to the Provincial AGM. (The committee consists of the President, Vice-President, Past-President and Secretary)
- 9.3.7 Prepares an annual report of the Vice-President's activities and recommendations for the June Executive meeting.

9.4 Secretary

- 9.4.1 Records the minutes of the Executive and Chapter meetings.
- 9.4.2 Along with the President receives and carries on the correspondence of the Chapter.
- 9.4.3 Maintains an updated contact list of Executive members.
- 9.4.4 Prepares a list of Delegates to the Provincial Annual General Meeting, and forwards it to the Provincial Office, as required in the Policy Handbook of the STS Provincial.
- 9.4.5 Serves on the committee for the selection of Delegates to the Provincial AGM. (The committee consists of the President, Vice-President, Past-President and Secretary).
- 9.4.6 Submits to the Provincial STS Office the names, addresses, email and phone numbers of the President, Secretary and Treasurer for the upcoming year.
- 9.4.7 Keeps a running record of motions passed and forwards the list to the President and Vice-President.
- 9.4.8 Collects the annual reports from the Executive and includes these with the copies of meeting minutes for the archives.
- 9.4.9 Makes available a copy of the committees' annual reports to new Executive members, if necessary.

9.5. Treasurer

- 9.5.1 Arranges for proper signing authority at the bank. The Executive designates the signees.
- 9.5.2 Keeps an accurate accounting of the finances of the Chapter.
- 9.5.3 Receives all monies on behalf of the Chapter, including fees and revenues from activities and Provincial AGM reimbursements.
 - (a) Submits to the Provincial STS all fees directly paid to the Chapter.
- 9.5.4 Pays all bills as authorized by the Executive.
- 9.5.5 Presents a financial statement at each Executive and Chapter meeting except for special meetings.
- 9.5.6 With the Executive Council prepares a proposed annual Chapter budget based on current fees to the Executive and has it approved at the June executive meeting.
 - (a) The goal is to maintain a reserve fund of approximately fifty (50) percent of the previous year's expenditures.

- (b) Provides guidance to the Executive members regarding the disbursement of any surplus funds.
 - (c) Reviews and determines the viability of the University of Saskatchewan Education Scholarship In April.
- 9.5.7 Prepares an annual financial statement at the end of the fiscal year (July 1 to June 30).
- 9.5.8 Arranges for an annual Financial Review of the Chapter's financial records by an individual or agency to be appointed and approved by the Executive at the commencement of the fiscal year.
 - (a) Presents the Annual Financial Review to the Executive.
- 9.5.9 Serves on the committee for the selection of Delegates to the Provincial AGM.
- 9.5.10 Prepares an annual report of the Treasurer's activities and recommendations for inclusion in the minutes of the June meeting.
- 9.5.11 Prepares HLM rebate cheques to be sent with letter from the President.
- 9.6. Chairpersons/Co-Chairpersons of Executive Standing Committees
 - 9.6.1 Committee Chairpersons

A committee may have either a Chairperson or Co-Chairpersons. For ease of reference, the Duties and Guidelines herein will be addressed to the Chairperson.
 - 9.6.2 Executive Approval for Committee Members

Chairpersons are encouraged to draw committee members from the general Chapter membership as well as from the Executive.
 - 9.6.3 Committee Reports

All committees are directed to prepare an annual report of the Committee's activities and recommendations to be submitted to the secretary prior to or at the June meeting. The secretary then forwards the reports to the archivist along with the other yearly documents.
 - 9.6.4 Activities
 - (a) Organizes recreational, social and educational activities for the members of the Chapter.
 - (b) Communicates the details of these activities to the members and encourages their participation.
 - (c) Maintains contact with the Activities Chairperson of the provincial STS and encourage the members to participate in province-wide events.
 - (d) If the Chapter hosts a provincial STS event, the Activities Chairperson serves as the Coordinator of the organizing committee. (Refer to Policy Handbook of the Provincial STS).
 - (e) Prepares an annual report of the Activities Committee's activities and recommendations to be included in the minutes of the June meeting.
 - 9.6.5 Archives
 - (a) Keeps a permanent record of the major activities of the Chapter and its members.
 - (b) Makes these records available on request according to the Archives policies.
 - (c) Arranges for the disposal of Chapter materials and records, as well as financial records as directed by the Executive.

- (d) Prepares an annual report of the Archives Committee's activities and recommendations for the minutes of the June meeting.
- 9.6.6 Cards
- (a) Sends cards or messages to members and or their families on special occasions, periods of illness or hospitalization and bereavement.
 - (b) Prepares Thank You cards for speakers at Chapter meetings and those who have provided services.
 - (c) Prepares a brief report for the minutes of the Executive meetings.
 - (d) Prepares an annual report of the Card Committee's activities and recommendations for minutes of the June meeting.
- 9.6.7 Email
- (a) Sends email communications to the Chapter members who have requested it.
 - (b) Obtains updated email addresses of members.
 - (c) Prepares an annual report of the Email Committee's activities and recommendations for the minutes of the June Meeting.
- 9.6.8 Member Recognition
- (a) The Past-President serves on this committee.
 - (b) Arranges for the nomination, selection and presentation of Chapter Honorary Life Members and Membership Recognition Awards.
 - (c) Submits the names of potential nominees for the Provincial Honorary Life Membership (as per Provincial STS Policy Handbook).
 - (d) Prepares an annual report of the Member Recognition Committee's activities and recommendations for the minutes of the June meeting.
- 9.6.9 Membership and Directory
- (a) Maintains up-to-date records of the membership and respects privacy.
 - (b) Prints a Directory of the members in odd numbered years based on December 1st membership enrollment of the preceding year or as directed by the Executive.
 - (i) In respect to privacy concerns, members may opt to not have their information published in the Directory.
 - (ii) Arranges for the distribution of the Directory to Chapter members, to the Provincial STS and to the STF as directed by the Executive.
 - (c) Prepares regular membership updates for the Executive Standing Committees that require them.
 - (d) Prepares an annual report of the Membership and Directory Committee's activities and recommendations for the minutes of the June meeting.
- 9.6.10 Newsletter, *'The Voice'*
- (a) The newsletter of the Saskatoon Chapter is called *The Voice*.
 - (b) Publishes *The Voice* three times annually, keeping production efficient, cost effective and timely.

- (c) Schedules the publication dates for *The Voice* and establishes the deadlines for submissions for each publication.
- (d) Prepares an annual report of the Newsletter Committee's activities and recommendations for the minutes of the June meeting.

9.6.11 Program

- (a) Prepares a general plan for the Chapter meeting programs for the year.
- (b) At the first fall Executive meeting, presents the program plans that are in place to the Executive for discussion and approval.
- (c) Prepares an annual report of the Program Committee's activities and recommendations for the minutes of the June meeting.

9.6.12 Public Relations/Resolutions/Political Advocacy

- (a) Keeps the Saskatoon Chapter informed of happenings in education locally, regionally, and provincially.
- (b) Maintains regular contact with the STS and STF regarding issues of interest to Superannuates/Retirees, such as cost of living increases, pension issues and health issues.
- (c) Keeps the Chapter members informed of STS and STF issues.
- (d) Chairs the Resolutions Committee.
- (e) Submits resolutions to the Provincial Office of the STS as outlined in the STS Policy Handbook.
- (f) Prepares an annual report of the Public Relations Committee's activities and recommendations for the minutes of the June meeting.

9.6.13 Registration

- (a) Arranges for the registration of members and guests at each Chapter meeting, except for special events.
- (b) Maintains a record of the attendance at the meetings.
- (c) Prepares an annual report of the Registration Committee's activities and recommendations for the minutes of the June meeting.

9.6.14 Social

- (a) Arranges for lunch to be served at Chapter meetings.
- (b) Arranges for a list of lunch volunteers for each meeting.
- (c) Along with the President, arranges the welcome event in the fall for Saskatoon STS new superannuates/retirees.
- (d) Prepares an annual report of the Social Committee's activities and recommendations for the minutes of the June meeting.

9.6.15 Special Occasion

- (a) Makes all the arrangements for the Chapter's fall and spring socials.
- (b) Recommends to the Executive, a budget for honoraria for special events for the current year.
- (c) Prepares an annual report of the Special Occasion activities and recommendations for the minutes of the June meeting.

9.6.16 STS Provincial Liaison

- (a) The STS Liaison is an elected member of the Provincial Executive.
- (b) Members of the Saskatoon Chapter who are elected to the STS Provincial Executive are voting members of the Saskatoon Chapter Executive.
- (c) The STS Liaison serves as a communications liaison between the two groups.

9.6.17 Telephoning

- (a) Prior to each Chapter meeting communicates by telephone with Chapter members who do not receive emails, the details about the time, place and program for the meeting.
- (b) Arranges for an appropriate number of callers and divides the telephoning list among them.
- (c) At the June Banquet the co-chairs recognize the members who are leaving the committee.
- (d) Prepares an annual report of the Telephoning Committee's activities and recommendations for the minutes of the June meeting.

9.6.18 Visiting

- (a) The Chapter provides for visits to members in hospitals and nursing homes or their own homes.
- (b) The Co-Chairs co-ordinate the visitation program.
- (c) Visiting volunteer members will be reimbursed for parking expenses.
- (d) At the June Banquet the co-chairs recognize the members who are leaving the committee.
- (e) Prepares an annual report of the Visiting Committee's activities and recommendations for the minutes of the June meeting.

9.6.19 Website and Mail Labelling

- (a) Maintains the Chapter's Website.
- (b) Consults with the Executive, Chapter members, STS and STF to ensure that information on the Website is current and accurate.
- (c) Produces the address labels for mailing *The Voice* and other committees as requested.
- (d) Prepares an annual report of the Website and Mail Labelling Committee's activities and recommendations for the minutes of the June meeting.

Bylaw 10 – Order of Business

- 10.1 The Order of Business applies to the Executive and Chapter Meetings. The Executive Council and Executive Standing Committees will report at all monthly Executive meetings.
- 10.2 At Christmas and June banquets or other meetings, the Executive may choose to omit the business component of the meeting, as well, as the singing of O Canada.

Bylaw 11 – Election of Executive

- 11.1 All Executive members are elected or appointed each year for a term extending from July 1 to June 30 of the following year.
- 11.2 Elections
 - 11.2.1 Election of the Executive is held at the May Chapter meeting.
 - 11.2.2 The nominating committee consists of the President, Past-President, Vice-President and other members, as required.
 - 11.2.3 The Vice-President chairs the nominating committee.
 - 11.2.4 The Past-President will chair the annual meeting of the election of Executive.
 - 11.2.5 The Executive assumes office on July 1.

Bylaw 12 – Financial Signing Authority

- 12.1 The designated Executive members are the Treasurer and Assistant Treasurer and any other two Executive Council members, usually the President and Vice-President.
- 12.2 Any two of the designated Executive Council members are required to sign cheques.

Bylaw 13 – Privacy of Chapter Information

- 13.1 Names, addresses, phone numbers and email addresses of Chapter members are considered to be confidential information for Chapter use only.
- 13.2 Information is provided to the Chapter members through the Directory, and must be treated as confidential by all members.
- 13.3 Members have the option of not being included in the Directory or on mailing lists, and should notify the Membership and Directory Committee Chairpersons of their wishes.

Bylaw 14 – Member Recognition

14.1 Honorary Life Membership

- 14.1.1 Honorary Life Memberships are awarded for active service to the Saskatoon Chapter.
- 14.1.2 Eligibility
 - (a) Significant and long-term contributions to Chapter leadership and not currently serving on the Executive.
 - (b) The Executive has the discretion to consider special circumstances.

14.2 Nomination and Selection Procedures

- 14.2.1 Executive or Chapter members may submit nominations in writing for Honorary Life Memberships to the Membership Recognition Committee Chair prior to July 15.

14.2.2 The Co-Chairs of the Membership Recognition Committee forwards the names of the honorees to the provincial STS office as outlined in the Policy Handbook of the STS.

14.2.3 When a Saskatoon Chapter member is deserving of consideration for the Provincial Honorary Life Membership Award, the Co-Chairs of the Membership Recognition Committee recommends to the Saskatoon Chapter Executive that a nomination be prepared and submitted to the Provincial Executive for their consideration.

14.3 Membership Awards

14.3.1 All recipients for Saskatoon Chapter Honorary Life Membership after July 1, 2012 will pay the full annual membership fee.

14.3.2 Honorary Life Membership recipients prior to this date continue to receive the benefits accorded to them at the time of their award presentations.

14.4 Service Awards

14.4.1 Executive

(a) An Executive Service Award is presented to each Executive member upon leaving the Chapter Executive.

14.4.2 Committee Service Awards

(a) Telephoning and Visiting Committee members shall be recognized at the end of the Chapter year.

(b) Any other Chapter committee members deemed appropriate by the Executive member in charge of that committee shall be recognized at the end of the Chapter year.

14.4.3 Special Awards

(a) Special Service Awards may be deemed appropriate by the Membership Recognition Committee when an individual has made a significant and /or long-term contribution in a special way to the Chapter programs or activities.

(b) The Executive or Chapter members may submit nominations in writing for Special Service Awards to a Membership Recognition Committee Co-Chair at any time.

14.5 Celebration of Membership

14.5.1 Arrangements may be made to recognize Chapter members at the discretion of the Chapter Executive.

Bylaw 15 – Dissolution

15.1 Dissolve or re-establish the Saskatoon Chapter by a meeting of the Executive Council following full consultation with the Executive and vote of the membership.

15.2 Notify the Provincial STS Executive in writing with a supporting resolution passed by the Chapter at a duly constituted meeting of the chapter.

15.3 In case of the Saskatoon Chapter dissolving, assets are transferred to the Provincial STS.

15.4 Notify all on-going commitments of the Saskatoon Chapter dissolution.

Policies

(Policies include explanatory notes, procedures and guidelines for the Saskatoon Chapter)

1. Policies for the President

1.1 STS President's Time Line

1.1 STS President's Time Line

1.1.1 June, July-August

- (a) Prepare President's message for the fall issue of *The Voice*.
- (b) Email to confirm attendance for BBQ in mid-August.
- (c) Finalize Fall Welcome Event with the Social Chair and Vice-President.
- (d) Invite guests to the Fall Welcome Event (such as STA and PSTA Presidents, STS Provincial office staff and STF receptionist).
- (e) Order bookmarks, as required, for the Welcome Event. (May be ordered through Desktop)
- (f) Together with the Past-President confirm Executive BBQ arrangements for location, date, attendance and food.
- (g) Email (may be included In BBQ email) reminder about the September meeting date to the Executive.

1.1.2 September

- (a) Plan for Executive In-service, if required.
- (b) Order and arrange for a wreath from the Royal Legion to be placed at the Remembrance Day Service.
- (c) With the Vice-President ensure arrangements and ticket sales are in place for the Christmas Banquet.
- (d) With the Vice-president establish a draft calendar for Executive and Chapter meetings for upcoming years.

1.1.3 October

- (a) Attend the Provincial President's meeting or arrange for a delegate.
- (b) Plan and conduct the Executive In-service, as required.

1.1.4 November

- (a) Ensure Member Recognition Awards are in place.
- (b) Issue invitations to the Christmas Banquet (such as STF receptionist, STA and PSTA presidents, Provincial STS office staff, any honorees and their guests).
- (c) Finalize with the Vice-President the plans for the Christmas Banquet. Oversee tasks for the banquet (greeters, ticket takers, crafters and their door prices and someone to say grace).
- (d) Write a letter to accompany the HLM (prior to 2012) rebate cheques.

- 1.1.5 December
 - (a) Purchase and deliver tokens of appreciation. See Courtesy Protocol list.
- 1.1.6 January
 - (a) Chair discussions and voting of resolutions at both the January Executive and Chapter meetings, if required.
 - (b) Debrief Christmas banquet and ensure that future date and location are in place for the next Christmas Banquet.
- 1.1.7 February
 - (a) Develop a plan for contacting new superannuates/retirees, from the school systems (STA and PSTA), SIAST and the College of Education. Could use a poster, email or delivered message.
- 1.1.8 March
 - (a) Confirm which Executive members are attending the AGM.
 - (b) Arrange and prepare an agenda for the pre-AGM meeting. The expectation is that all Delegates will attend this meeting.
 - (c) With the Executive Council make Delegate selection for the AGM. Remaining Delegates may be selected from a list of interested members generated by the Secretary.
 - (d) Prepare Chapter Annual Report and submit to the Provincial STS office by April 1. Send the names of anyone who has received Chapter HLM or Member Recognition Awards.
 - (e) Survey Executive members to indicate interest in an executive position for the upcoming year.
- 1.1.9 April
 - (a) Recruit members to indicate interest in Executive positions for the upcoming year.
 - (b) Finalize arrangements for the pre-AGM meeting, the AGM and debriefing session. Check with Secretary to ensure all forms have been sent to the Provincial office. Confirm Pre-AGM luncheon arrangements.
- 1.1.10 May
 - (a) Invite guests to the June banquet. (STS Provincial President and guest, STS office staff, STA and PSTA Presidents, STF receptionist, special service award honorees and their guests)
 - (b) Executive Election at the Chapter meeting.
 - (c) With the Vice-President prepare June Banquet Program. The VP orders the programs.
 - (d) Confirm June Banquet plans with Vice-President.
 - (e) Begin plans for Fall BBQ for the Executive and new Executive members and their guests.
 - (f) Plan recognition for those leaving the executive and clarify with Card and Member Recognition Committees.
 - (g) Confirm AGM Delegates attending the AGM debriefing session at the June Executive meeting. Prepare agenda for debriefing session.

- 1.1.11 June
 - (a) Confirm June Banquet arrangements.
 - (b) Confirm Fall BBQ plans for the Executive and new Executive, as well as, their guests.
 - (c) Thank the outgoing Executive and introduce new Executive at the June Banquet. Pass the gavel, if necessary.
- 1.1.12 Ongoing
 - (a) Letters to new members.
 - (b) Liaison with the STS Provincial Office when required or notified.
 - (c) Become familiar with Provincial STS Support Services Website.
 - (d) Be familiar with the courtesy protocol.
 - (e) Prepare and copy agendas and reports prior to the meetings.
 - (f) Be sure the STS logo is on all correspondence.

2. Policies for the Past-President

- 2.1 Mentor and assist the President.
- 2.2 Serve on the Membership Recognition Committee.
- 2.3 Screen applications for associate membership and bring to the Executive for discussion and approval.

3. Policies for the Vice-President

- 3.1 Assist the President.
- 3.2 Be prepared to assist any committee that may require assistance.
- 3.3 Book the facilities for meetings and special events. Banquet dates are normally booked 12-18 months in advance.
- 3.4 Order tickets and programs for special events, such as banquets.
- 3.5 Manage or oversee ticket sales
 - 3.5.1 Tickets are available from the Executive members.
 - 3.5.2 A cut-off date for ticket sales is established sufficiently ahead of time to facilitate the Treasurer's counting of tickets sold, and to establish the catering numbers.
 - 3.5.3 The Chapter pays for Chapter guest tickets (Guests, Honorary Life Membership honorees).
- 3.6 As Chair of the Nominating Committee work with the Executive Council to ensure that there is at least one candidate for each Executive position.
- 3.7 Timeline:
 - 3.7.1 August
 - (a) Executive Get Together/Fall BBQ
 - Meal partially paid for by AGM travel money.

- Organize with the President. Assist with the planning, as needed and help, if required by volunteer host.
- (b) Check with President to see if all arrangements are in place for the Fall Welcome Event.
- 3.7.2 September
- (a) At September Executive meeting circulate sign-up sheet for the Fall Welcome Event volunteers.
- (b) With the President prepare a draft calendar of Executive and Chapter meetings for the next year. When possible prepare a tentative calendar two years in advance.
- Confirm banquet dates with WDM for the next year.
 - Book with the STF and WDM.
- (c) Inform Special Occasion co-chairs of dates of socials.
- (d) Confirm arrangements and contact for Christmas Banquet.
- (e) Confirm details for arts and craft tables for Christmas Banquet.
- Have WDM place tablecloths, skirt the tables and arrange the tables around the outside of the room.
 - Arrange for a table for the door prizes donated by the artists and crafters.
 - Confirm with the Executive Member who is organizing the crafters, the number of tables required.
- (f) Confirm application for Liability Insurance required for the Fall Social with the Special Occasion Committee.
- 3.7.3 October
- (a) Report at the Executive meeting the Christmas banquet details.
- (b) Prepare Christmas banquet program.
- 3.7.4 November
- (a) Finalize Christmas Banquet plans.
- (b) Consult with Card committee regarding thank-you cards required for banquet.
- 3.7.5 December
- (a) At the Executive meeting, circulate sign-up sheet for volunteers at the Christmas banquet. (Greeters, ticket takers, number counters)
- (b) Present the calendar of dates to the Executive and book meeting rooms for Executive and Chapter meetings.
- 3.7.6 January - February
- (a) Finalize Fall Welcome Event date and location.
- (b) Confirm June banquet date, time, menu and price with WDM.
- (c) Arrange for June banquet tickets to be designed, printed, distributed, and for the collection of the money. Tickets are distributed to Executive and STS Provincial office.
- (d) Prepare a recruitment communication and send by email to Saskatoon Public, Greater Saskatoon Catholic Schools and Prairie Spirit School Divisions, as well as, other educational facilities such as SK Polytech and the U of S.

- 3.7.7 March
 - (a) Circulate a finalized schedule of dates with the minutes to all Executive members.
 - (b) Arrange Fall Welcome Event tickets.
 - (c) Chair Nominating Committee for new Executive members.
 - (d) Serve on the committee for the selection of AGM delegates.
- 3.7.8 April
 - (a) Confirm arrangements for the June Banquet.
 - (b) Continue to recruit new Executive members and finalize the list.
- 3.7.9 May
 - (a) Prepare executive list for May Chapter meeting and elections.
 - (b) Prepare a bookmark for the Fall Welcome Event. Information may be updated once the new executive and meeting dates for the next year are finalized.
 - (c) Consult Card Committee regarding thank-you cards required for June banquet.
- 3.7.10 June
 - (a) Finalize June banquet arrangements.
 - (b) Purchase gift for the outgoing President and present it at the June banquet.
 - (c) Order and print 250 bookmarks which will be distributed at Fall Welcome Breakfast and Chapter meetings.
- 3.8 Incoming President - June, July and August
 - 3.8.1 Write President's message for the fall edition of *The Voice*.
 - 3.8.2 Write and mail letters to the new superannuates/retirees and new members.

4. Policies for the Secretary

- 4.1 Record the pertinent information from Executive and Chapter meetings.
- 4.2 Collect committees' written reports for inclusion in the minutes.
- 4.3 Take the attendance at Executive meetings.
- 4.4 Maintain a record of planned absences.
- 4.5 Circulate the Executive minutes to Executive members via email or Canada Post and distribute Chapter minutes at Chapter meetings, if necessary.
- 4.6 Prepare list of Delegates for the AGM that adhere to the Chapter Bylaws and notify the Delegates.
- 4.7 Conduct correspondence on behalf of the Chapter, when necessary.
- 4.8 Take notes at the Executive Council meetings and file in a binder.
- 4.9 Forward forms and information to incoming Secretary.
- 4.10 The Secretary will be reimbursed for office supplies (stamps, paper, and cartridges).
- 4.11 Collect annual reports for the archives.

5. Policies for the Treasurer

- 5.1 Chair the process for the annual budget proposal for approval by the Executive.
- 5.2 Make all deposits and ensure timely payment of all Chapter approved expenditures.
- 5.3 Prepare and present financial reports at all Executive and Chapter meetings.
- 5.4 Monitor the financial accounts and prepare a final financial statement for the official Reviewer.
- 5.5 Make changes to investment accounts as necessary.
- 5.6 Comply with Reserve Fund Policy.
- 5.7 Manage the sale of tickets for Chapter-sponsored events.
- 5.8 Issue courtesy cheques to agencies such as Calvary Church and the STF for services that they provide.
- 5.9 Reimburse Executive members for office supplies.
- 5.10 Comply with Policy on Donations and Funding Requests.
- 5.11 Issue HLM rebate cheques and mail with letter from President.
- 5.12 Review viability of the University of Saskatchewan Education Scholarship in April each year and mail cheque.

6. Policies for Activities

- 6.1 Activities have included golf, bowling, bocce, cards, bus tours, walking tours, hikes, movie day, billiards and a spring tea.
- 6.2 Fees for activities are on a cost recovery basis.
- 6.3 For some activities, members may be required to pay a fee in advance.

7. Policies for Archives

- 7.1 Purchase supplies as needed to maintain archives.
- 7.2 Archives are organized in chronological order and will contain the following:
 - 7.2.1 Executive list for the current year
 - 7.2.2 Minutes of the Saskatoon Chapter meetings
 - 7.2.3 Correspondence noted in the minutes
 - 7.2.4 Monthly Financial Statements
 - 7.2.5 Annual Committee Reports
 - 7.2.6 Constitution, Bylaws and Policies
 - 7.2.7 Directory
 - 7.2.8 Copies of *The Voice*
 - 7.2.9 Photos
- 7.3 Work with Co-Chair to organize and sort materials.

7.4 Keep a Memory Book when it is deemed necessary by the Executive to have such a book.

7.4.1 Acquisition of Materials

- (a) The Chapter welcomes donations of materials to be considered for inclusion in the archives. Such materials may include achievements and life milestones of members.
- (b) All material submitted must be accompanied by information as to the date, source and the significance of the submission. If there are to be any restrictions on the access to or the use of the materials, this must be indicated at the time of submission.
- (c) Photos must also include the names of the individuals in the photo in left-to-right order, as well as information as to the occasion, and the name of the photographer, for copyright purposes. This information could be on a separate paper, as writing on the photos can result in damage and deterioration in the long term, or if writing on the backs of the photos, it may be wise to use an archival quality pen. If the photos are to be used, obtain permission.
- (d) Materials may be submitted by any member of the Executive.
- (e) Materials submitted will be included in the archives at the discretion of the Archivist with Executive input, if required.
- (f) Criteria for inclusion would be – significance of the material to the history of the Chapter, the degree to which the material highlights the accomplishments of the Chapter, or furthers understanding of the character, principles and objectives of the Chapter, or other criteria determined by the Executive.
- (g) Only the Archivist, in order to maintain continuity, and to be consistent with the manner in which other materials are filed, may add materials to the actual files.
- (h) Members are encouraged to submit materials relating to current activities of the Chapter, at any time throughout the year. At the end of each year, materials pertinent to that year will be assembled and a new folder created for the archives.

7.5.2 Storage of Materials

- (a) Materials are stored chronologically by year.
- (b) Within the folder for each year, materials are arranged in folders by category, such as index, meetings, annual reports, Directory, *The Voice*, members and miscellaneous.
- (c) Materials must be protected from heat, light and moisture.
- (d) The archives are stored in a file cabinet or container of the Saskatoon Chapter of the STS or at a location determined by the Executive.
- (e) Materials that are delicate, or that have significant historical value may be protected with vinyl sleeves or other protective materials.
- (f) All acquisitions should be recorded in an index for that particular year.
- (g) Copies of this detailed index will be placed:
 - (i) At the front of the folder for that year
 - (ii) In a master index which will consist of copies of each annual index.
- (h) Some materials and artifacts may be stored in archival quality containers, at the discretion of the Executive.

7.6.3 Access to the Archives

- (a) Material in the archives is available for research and personal interest.
- (b) Individuals may access the materials through a request in writing to the Executive. The individual will be required to fill out a materials retrieval form, which will include instruction on the access, use and return of the materials. At the time the form is submitted, arrangements and an appointment will be made within one week to give the person access to the files.
- (c) Individuals using archival materials must ensure that the information retrieved will be used in a manner that is not damaging in any way to any individual, or in a manner that reflects negatively on the Chapter.
- (d) Archival materials may be removed from the premises only at the discretion of the Executive.
- (e) If the individual wants material for personal use, the user may make notes, or if permissible, make copies.
- (f) The Chapter can authorize copying only materials that were generated by the Chapter. In the archives, these materials are identified with a green dot in the upper right corner. Materials not generated by the Chapter may not be copied as there may be copyright implications.
- (g) When finished with the archival material, the individual will return it in the same order and condition that they received it. Individuals should not file the materials.
- (h) An Archival Retrieval form has been included in the Appendix Materials submitted should relate specifically to the STS Saskatoon Chapter, its activities and major events.

8. Policies for Cards

8.1 Yearly:

- 8.1.1 Purchase the required stamps and envelopes. Arrangements can be made with the STF Printshop for cutting and printing. It is also necessary to purchase a few commercial cards for milestone events or for special congratulations. It has been the custom to have special cards at the Christmas banquet and at the year-end banquet. (For example - crafters, STF staff (receptionists, maintenance, Desktop), STS office staff, WDM staff (co-ordinators, kitchen, maintenance), parking alternatives, STF coffee fund).
- 8.2 Set up communication with the Membership and Directory Committee to receive address changes and names of all members deceased. It is important to have confirmation from the STS Provincial Office via the Membership and Directory Committee of a deceased member prior to sending out a Sympathy Card to their family.
- 8.3 Set up communication with the Visiting Committee to receive names of those who would benefit from a card.
- 8.4 Electronic Cards may also be sent to those members choosing paperless.
- 8.5 Post a notice in each edition of *The Voice* to encourage the membership to call or email both chairs on the Card Committee with names and information of members who would benefit from receiving a card.

8.6 Provide upon request Thank you Cards to the Program Committee for speakers at Chapter Meetings and to the co-chairs of the Special Occasion Committee for entertainers, speakers and presenters. (Note: If one is unable to locate the address of a Saskatoon Chapter member from the Directory or address updates, simply check with the Membership/Directory Committee.

8.7 Provide a very brief report for the monthly Executive meetings.

9. Policies for Email Committee

9.1 Work with the Executive to correlate information to be communicated to members via email and /or telephone.

9.2 Monthly, September to June, relay information to members via email through our provider company.

9.3 Periodically check our Gmail account to see if any messages are sent to the account regarding messages or email address changes. Respond to any messages received.

9.4 Members who do not want to be contacted by telephone or email should notify the appropriate chairperson.

10. Policies for Member Recognition

10.1 The Co-chairs will

10.1.1 Submit the names of potential nominees to the Executive for approval and confirmation of eligibility at the September Executive meeting.

10.1.2 Prepare a brief report for the September Executive meeting on contributions and leadership provided to the Chapter for each nominee.

10.1.3 Guide the Chapter Executive in selecting honoree(s) for the year and inform the nominee(s) in writing.

10.1.4 On receipt of approval by the Executive, contact chosen nominees to determine their willingness to accept. Acceptance by the nominees shall be in writing.

10.1.5 When the honorees have accepted, request that they choose someone to introduce them at the Presentation Ceremony.

10.1.6 Report to the Chapter Executive by the October Executive Meeting as to the status of each nominee.

10.2 Presentation of the Honorary Life Memberships

10.2.1 Presentations are made at an appropriate time agreed upon by the Chapter Executive and the honoree.

10.2.2 When the honorees are notified that they have been selected, they will be provided with the details of the presentation ceremony. They will also be requested to have written copies of both the introduction and response available for the chairperson at least two weeks prior to the presentation ceremony.

10.2.3 The Presentation Ceremony will include:

(a) Presentation of a framed Honorary Life Membership certificate to each honoree.

(b) A brief introduction of no longer than three minutes emphasizing the honoree's contributions to the Chapter, rather than a focus on his/her teaching career and other accomplishments.

- (c) A brief response of no longer than three minutes from the honoree.
- (d) If presentations are made at a banquet, honorees are guests of the Chapter and receive two complimentary tickets.
- (e) Honorees are welcome to invite additional guests at their own expense.
- (f) At all future banquets and luncheons, Honorary Life Members are responsible for purchasing their own tickets.
- (g) A report of the Honorary Life presentation, including a photo of each recipient, and a copy of the introduction and response of each honoree is forwarded to the Chapter Website Chairperson.
- (h) A photo shall be forwarded to "*The Voice*" Editor for inclusion in the next issue.
- (i) A report of the Honorary Life presentation, including a photo of each recipient, and a copy of the introduction and response of each honoree is forwarded for inclusion in the Archives and/or Chapter Memory Book.

10.2.4 Policy for Service Awards

- (a) Executive Awards
 - (i) The Member Recognition Committee will order the Executive Service Awards. The President will present the certificates at the June Banquet or mail them if the member is not present.
- (b) Committee Awards
 - (i) Committee Chairpersons shall submit a list of their active committee member names with any specific details to the Member Recognition Committee Chairperson prior to April 30 of each year.
 - (ii) Committee Chairpersons shall ensure that accurate annual records are maintained and passed on to subsequent committee chairpersons.
 - (iii) Committee awards shall be made at an appropriate time by the President or designate, assisted by the Committee Chairs.
- (c) Special Awards
 - (i) The Chairperson of the Membership Recognition Committee will submit, to the Executive, names of potential nominees along with a brief report regarding their contributions for approval and confirmation of eligibility.
 - (ii) Upon receipt of approval by the Executive, the Chairperson contacts the recipients to determine their willingness to accept.
 - (iii) The Chapter President will make the presentation at a suitable time.

11. Policies for Membership and Directory

11.1 Membership Data Base

- 11.1.1 Twice a year (February and October) request a membership list from the Provincial STS and provide a copy to the Website/Mailing Labelling Committee.
- 11.1.2 Keep the database up to date with information that is received from the Provincial STS.
- 12.1.3 Forward monthly updates as required to the following committees: telephoning, visiting, cards, email, website and registration as well as the President.

11.2 Directory

11.2.1 Every two years consult with the Executive to determine:

- (a) The need for a Directory

11.2.2 Committee

- (a) Decide how the Directory will be distributed if published.
- (b) Notify members that the cutoff date for requesting the Directory will be October 31st of even numbered years.
- (c) Notify members via *The Voice* or email to request a Directory via the Chapter email address or by completing a form.
- (d) Set up pick up dates and inform members via email or mail of the dates to pick up Directories.
- (e) Ask for volunteers to help with distribution.

11.2.3 Fall Welcome Activity

- (a) Prepare an information package, if required.

12. Policies for Newsletter, *The Voice*

12.1 Recommended to publish three editions per year. The following suggested timeline:

12.1.1 Fall Edition – submissions June 30, mail by August 29

12.1.2 Winter Edition – submissions December 15, mail by February 1

12.1.3 Spring Edition – submissions April 1, mail by May 1

12.2 Attempt to keep the edition to 8 pages by the following means:

12.2.1 Editing photos to a reasonable size and number.

12.2.2 Keep Executive reports as short as possible.

12.2.3 Editors, when possible, will consult with the authors of the reports/articles to edit written material to fit into the space provided.

12.2.4 Utilize page space efficiently – heading size, boxing articles.

12.2.5 Use graphics as fillers or for emphasis.

12.3 Regular Items:

12.3.1 President's report/message

12.3.2 Activities

12.3.3 Treasurer's report (consult with treasurer as to appropriate inclusion)

12.3.4 Card committee

12.3.5 STS/STF liaison report

12.3.6 Future meeting dates

12.3.7 Back page – (have included but maybe changed) Executive, *The Voice* submissions, Web page/ mailing and email.

12.3.8 Feature article, poems, book reviews, etc.

12.3.9 Additional Articles: announcements, book reports, pictures, awards and recognitions, reports from other Executive members and committees.

- 12.4 Guidelines for Submissions
 - 12.4.1 All submissions should be accurate and factual, and, upon request by the Editors of *The Voice*, verifiable.
 - 12.4.2 Submissions from external organizations may be accepted if the organizations are non-profit, and are of particular interest to retired teachers.
- 12.5 Right to Access
 - 12.5.1 The editors of *The Voice* reserve the right to deny any submission by any person or organization.
 - 12.5.2 An appeal of a denial may be made to the Executive of the Saskatoon Chapter.
- 12.6 Volunteers put address labels on envelopes.
- 12.7 Meet with the STF Desktop Publishing to establish publication dates, proofreading and number of copies to be printed. Be sure to have a draft copy emailed to you for proofreading.
- 12.8 Honorary Life Members tribute and response is not printed in full in the newsletter. The full text will be put on the website.

13. Policies for Program

- 13.1 At the April Executive meeting gather suggestions from Executive members of possible presentations for the upcoming year.
- 13.2 Contact presenters for upcoming general Chapter meetings. Set up presentation dates, determine equipment/materials that presenters require, arrange honoraria and notify Card Committee regarding thank you cards.
 - 13.2.1 Ensure the facility is ready for the meeting.
- 13.3 Report to the Executive and the membership about upcoming events at meetings and inform Email and Telephoning Committees so that they can pass on the information.
- 13.4 Book piano player to provide prelude music and 'O Canada' for Chapter meetings. If unable to book piano player, arrange for someone to lead the singing of 'O Canada'.

14. Policies for Public Relations/Resolutions and Political Advocacy

- 14.1 In formulating resolutions, refer to the appropriate sections of the Provincial Bylaws and Guidelines.
- 14.2 The Resolutions Committee meets to review all resolutions for background, format, length and clarity. The Committee may suggest changes or clarification. These must be made only in consultation with the individual(s) submitting the resolutions.
- 14.3 The Resolutions Committee presents the resolutions, with a statement of rationale and background, to the Executive for discussion.
- 14.4 Current practice for the Resolutions committee is:
 - 14.4.1 In November, a notice may be presented to be printed in *The Voice* and at the Chapter Meeting soliciting resolutions.
 - 14.4.2 Submit printed copies of the resolutions to the Executive meeting for discussion and acceptance.

- 14.4.3 Publish resolutions in the winter edition of *The Voice*, if feasible or so desired.
- 14.4.4 Chair the discussion of resolutions at both Executive and Chapter meetings.
- 14.4.5 The resolutions are presented to the members as follows:
 - (a) Resolutions directed to the Provincial STS are formulated according to the STS Provincial Policy Handbook. Printed copies are presented to the members at a Chapter meeting for discussion and acceptance. Because the Chapter is not called upon to act on these resolutions, and the intent is to authorize that they be sent to the Provincial Resolutions Committee, this is handled as a regular motion, requiring a simple majority. The resolutions are then forwarded to the Provincial body as per their policy guidelines. Resolutions directed to the Provincial STS must be submitted in the appropriate format. Refer to the Provincial STS Policy Handbook.
- 14.4.6 Maintain contact with the Provincial Liaison Executive member(s).
- 14.4.7 Follow up on previous years' resolutions and report to the Chapter Executive and members.

15. Policies for Registration

- 15.1 Using the monthly updates provided by the membership committee, update the name tags.
- 15.2 Maintain a short list box of name tags for those who regularly attend meetings.
- 15.3 For large attendance, such as the Welcome Fall event, use disposable name tags.
- 15.4 Greet new members at the September Welcome Event and inform them how the name tag system works.
- 15.5 After each meeting collect the name tags and put back in the appropriate place in the boxes.
- 15.6 At the Chapter meetings, greet the members, have them sign the Registration Book and sign in their guests, then pick up their name tags.
- 15.7 Keep on file sign-up sheets only for the previous year. Others may be destroyed.
- 15.8 At the special events have the members sign their tickets if there are door prizes.
- 15.9 Report attendance of the previous event at the following Executive meeting.

16. Policies for Social

- 16.1 Prepare for the Fall Welcome Event
 - 16.1.1 Book facility in consultation with the Vice-President.
 - 16.1.2 At the June Executive meeting recruit volunteers for the various tasks.
 - 16.1.3 Purchase required supplies.
 - 16.1.4 If catered, contact caterer and make arrangements.
- 16.2 Recruit people to assist with monthly Chapter meeting lunch.
 - 16.2.1 Arrange for set up and clean up.
- 16.3 Periodically take inventory of supplies in STS cupboard in kitchen of STF Eamer Auditorium and provide incoming social committee co-chairs with items required.

17. Policies for Special Occasion

- 17.1 Arrange for entertainment for the evening socials.
 - 17.1.1 Entertainment should be approved by the Executive.
- 17.2 Purchase liquor and special occasions permit, sundries and insurance, as required.
 - 17.2.1 Arrange for Party Liability Insurance for each evening social at least three weeks in advance.
 - 17.2.2 Apply for the special occasion permit (liquor license) one month in advance.
- 17.3 Confirm facility booking with Vice-president and STF Building and Maintenance Supervisor.
- 17.4 Arrange for a float with the treasurer.
- 17.5 Schedule volunteers for decorating, bar tenders, greeters, tickets sellers, cleanup.
- 17.6 Work with the Social Co-chairs regarding the lunch at socials and other special events.
- 17.7 Schedule entertainment for Christmas and June banquets, if required.
- 17.8 Arrange for door prizes for special occasions, if required.
- 17.9 Advertise the event in the newsletter and emails.
- 17.10 Maintain an on-going list of possible entertainers and their contact information.
- 17.11 Post event follow-up
 - 17.11.1 Return unopened liquor (need the liquor permit with you).
 - 17.11.2 Report at Executive meeting on event, include expenses and future plans.
 - 17.11.3 Give receipts to the Treasurer for reimbursement.

18. Policies for STS Provincial Liaison(s)

- 18.1 Make all members of the Chapter aware of current information from the STS Provincial Executive.
- 18.2 Make regular written information available for publication in the Chapter newsletter.
- 18.3 Continue to update Chapter members regarding current issues from the educational scene in Saskatchewan gathered from the STS Provincial Executive and the STF.
- 18.4 Attend both Chapter Executive and General meetings as often as possible to be able to gather and provide timely information to members.

19. Policies for the Telephoning Committee

- 19.1 Work with the President and Email Co-chairs to gather information to be communicated to members via email and /or telephone.
- 19.2 New superannuates will be contacted by the President to welcome them to the Chapter. The telephone committee will follow up with an invitation to the fall welcoming event; confirm that they will be in attendance and elicit their email address. To receive a subsidized ticket to the fall event, the new superannuates/retirees must have superannuated/retired in the past school year.

- 19.3 The Chapter receives names of new Chapter members from the provincial STS office and then a list of new Chapter superannuates is forwarded to the Telephoning Committee Chairpersons.
- 19.4 The Telephoning Committee forwards the names of confirmed attendees for the Fall Welcome event to the Social, the Registration and the Membership Committees.
- 19.5 Co-Chairs confirm captains' and phoners' names through personal phone calls in early spring or fall. Lists of members to be phoned with specific instructions are sent to the captains and phoners. Each of these has 10-12 names to phone. These lists are made up and sent after the welcoming event where new superannuate numbers are confirmed and new phoners are gathered.
- 19.6 By October lists are sent out in time for phoners to inform members, who do not receive email information regarding meetings and activities.
 - 19.6.1 Chapter members are telephoned prior to each Chapter meeting with details about the time, place and program for the meetings and activities for the month. Information is received by the Telephoning Chairs from the Chapter President or the Email Chairs. It is imperative that the information is received by the Co-chairs at least 10 days before the general monthly meeting to allow time for phoning to take place.
 - 19.6.2 The Captains are informed and relay the message to the phoners who in turn telephone their list. This procedure repeats itself for all meeting months. September calls are made according to the old lists, by the Telephoning Chairs unless phoners from the prior year consent to phone.
 - 19.6.3 Through the year transferees and new members are added to the lists and contacted by the phoners. Any email addresses that are reported are sent on to the email co- chairs.
- 19.7 Record Keeping
 - 19.7.1 Submit at least two reports to the newsletter throughout the year.
 - 19.7.2 Members who do not want to be contacted by telephone or email should notify one of the Co-chairs.
 - 19.7.3 Maintain a list of the years the volunteers provided service.
 - 19.7.4 Submit a list of phoners' names of phoners having five and every fifth year service thereafter as well as first year telephoning volunteers and those leaving the committee to the Membership Recognition Committee Co-chairs prior to April 30 of each year. Certificates of recognition are then printed and presented at the June Banquet.

20. Policies for Visiting

- 20.1 Recruit volunteers and names of shut-ins from an article in *The Voice* and at Executive and Chapter meetings.
- 20.2 Co-ordinate the volunteer visitors.
- 20.3 Arrange to have a volunteer assigned to each hospital.
- 20.4 Electronic Volunteer/Visitee Information Sheets
 - 20.4.1 Keep volunteer information and years of services up to date and print charts when necessary.

- 20.5 Christmas Visits
 - 20.5.1 Arrange for the printing of Christmas letters/greeting cards by November 1.
 - 20.5.2 Put together the yearly package for the visitors. The Executive sets the amount to be spent on gift packages.
 - 20.5.3 Ensure the designated volunteers visit all the shut-ins in the pre-Christmas period and deliver gifts and greeting cards.
 - 20.5.4 Visitors submit reimbursement forms to the Treasurer for payment.
- 20.6 Record Keeping
 - 20.6.1 Submit at least two reports to the newsletter throughout the year.
 - 20.6.2 Keep a current record of members who are being visited and by whom. In this list include addresses, phone numbers, dates of visits and other forms of contact such as email or telephone.
 - 20.6.3 Co-chairs contact volunteers periodically for updates.
 - 20.6.4 Maintain a list of the years the volunteer provided service.
 - 20.6.5 Submit a list of names of active volunteer visitors having five and every fifth year service thereafter, and those leaving the committee to the Membership Recognition Committee Co-chairs prior to April 30 of each year. Certificates of recognition are then printed and presented at the June Banquet.

21. Policies for Website and Labelling

- 21.1 Web page address: www.sts.sk.ca/saskatoon
- 21.2 Currently the Chapter Website includes the following features:
 - 21.2.1 Home Page
 - 21.2.2 About Us
 - 21.2.3 Membership and Benefits
 - 21.2.4 Activities and Meetings
 - 21.2.5 Newsletter, *The Voice*.
 - 21.2.6 Links
 - 21.2.7 Contact Us
- 21.3 Keep information on the website current.

22. General Procedures

- 22.1 Sample of a Chapter Business Meeting Agenda
 - 22.1.1 "*O Canada*" (when appropriate)
 - 22.1.2 Invocation (when appropriate)
 - 22.1.3 Special Announcements
 - 22.1.4 Minutes of the previous meeting
 - 22.1.5 Correspondence
 - 22.1.6 Business arising from the minutes

- 22.1.7 Treasurer's Report
- 22.1.8 President's Report
- 22.1.9 Committee reports
- 22.1.10 New business
- 22.2 Elections Procedure:
 - 22.2.1 The Nominating Committee will prepare a tentative slate of candidates.
 - 22.2.2 The slate is presented to the members at the May Chapter meeting.
 - 22.2.3 Additional nominations may be received from the floor.
 - 22.2.4 All contested elections will be by ballot and elections by acclamation will be a show of hands.

23. Policy for Ad Hoc Constitution, Bylaws and Policies Amendment Committee

- 23.1 The President establishes an Ad Hoc committee to deal with updates to the Constitution, Bylaws and Policies in years ending in 5 and 0.
- 23.2 The Constitution Amendment Committee works on Bylaw amendments by:
 - 23.2.1 Consulting with the Executive on changes to the Constitution Bylaws. This is usually done by asking them to submit their present documents with written notes of ideas and suggestions.
 - 23.2.2 Over the course of approximately one year, the Amendment Committee meets to discuss and make decisions regarding these suggestions.
 - 23.2.3 Another source of reference for amendments is to obtain a list of the motions passed at Executive meetings since the last document was published.
 - 23.2.4 When a final committee draft is written, it is presented to the Executive for approval before a Notice of Motion to amend the Constitution and Bylaws at a Chapter meeting.
 - 23.2.5 The Constitution Amendment Committee may wish to present a few Bylaws at a time for approval at several Executive meetings, rather than waiting until all Bylaws have a final draft. This may result in more meaningful discussion and approval of each Bylaw change rather than discussing all Bylaw proposed changes in one long marathon session.
 - 23.2.6 When Executive approval of a final draft of all Bylaws has been obtained, the committee makes a Notice of Motion to amend the Constitution and Bylaws at a Chapter meeting. Prior to that Notice of Motion, the draft is posted on the Chapter website and members are informed of this posting either electronically, in *The Voice*, or by telephone.
 - 23.2.7 The following month, at the next Chapter meeting, a vote is held on the Notice of Motion. Bylaw changes require 75% majority of voting members present and amendments are in effect as of the date of approval or any other date specified by the amendment.
- 23.3 The Constitution Amendment Committee works on Policy change by:
 - 23.3.1 Asking each Executive committee to submit written suggestions for changes, if any, to their specific policies.

- 23.3.2 The Constitution Amendment Committee then creates a draft of the Policy section with the suggested changes and presents a copy of this draft to the Executive. There is no general Executive discussion of this draft, as it has been primarily written by the Executive committees themselves. The Constitution Amendment Committee asks the Executive committees to informally approach them if have concerns with the draft.
- 23.3.3 Policy consists of guidelines to help Executive members do their tasks. It does not require formal steps to amend it as the Constitution and Bylaws do.
- 23.4 The last task of the Constitution Amendment Committee is to arrange for publication of the document and distribution to all members of the Executive. The general membership has access to the document through the Chapter Website.

24. Policy for Reserve Funds

- 24.1 The Reserve Fund shall be defined as the accumulated surplus of the Saskatoon Chapter General Fund.
- 24.2 A Reserve fund shall be maintained at a level determined by the Saskatoon Chapter Executive. The present goal is to maintain a Reserve Fund level of a least 50% of the previous year's expenditures.
- 24.3 The Executive shall review the adequacy of the fund regularly and may from, time to time, direct that monies from the Reserve Fund be used for specific purposes. Examples may include one-time gifts or bequests, special grants or special appeals.

Inventory

- Filing Cabinets
- Cooking Inventory
 - Gas Griddle on a stand
- Bowling Trophies/Plaques
 - *Stella Shulhan Team Champions Trophy*
 - *Stella Shulhan Women's High Triple Trophy*
 - *Terry Manley Men's High Triple Trophy*
 - *Sam Baerg Men's High Single Trophy*
 - *Irene Baerg Ladies High Single Trophy*
 - *Irene Baerg Women's Consolation Trophy*
 - *Sam Baerg Men's Consolation Trophy*
- Horseshoe Trophies
 - *Dale Shockey - First Place Trophy*
 - *Frank Nickel - Runner Up Trophy*
- Remembrance Day Wreath
- Holiday Decorations
- Two Small Easels for registration table
- Bulletin Board
- Candle Holders
- Archival Retrieval Form

STS Saskatoon Chapter Archives Retrieval Form

1. File Identification:

2. Researcher:

3. Association or Identification:

4. Archivist:

5. Date of Request:

6. Purpose of Research:

7. Permission Granted by:

The information I obtain from the Archives is for my personal use and I will use it in a discreet and responsible manner.

Signature of Researcher:

Date Returned:

Returned to:

Refiled:





Saskatoon Chapter
2311 Arlington Avenue
Saskatoon, Saskatchewan S7J 2H8