

Prairie Spirit Teachers' Association Constitution (2025)



Approval

The Executive gave their approval for this Constitution, with amendments reflected herein, at meetings held on March 11, 2025 and May 6, 2025.

The Representative Assembly gave their approval for this Constitution, with amendments reflected herein, at meetings held on May 20, 2025.

The General Assembly gave their approval for this Constitution, with amendments reflected herein, at a meeting held on August 27, 2025.

The STF Executive gave their approval for the proposed Constitution on January 16, 2026.

The Constitution, as amended and approved, is considered in full effect as of 00:01 on February 2, 2026.

1. Name

- 1.1 The name of this local association of the Saskatchewan Teachers' Federation, referred to hereafter as the "STF", shall be the Prairie Spirit Teachers' Association, referred to hereafter as the "PSTA". The constitution, bylaws and policies of PSTA are consistent with *The Teachers' Federation Act, 2006* and the STF bylaws and policies.
- 1.2 The name of the employing school division, Prairie Spirit School Division #206, shall be referred to hereafter as "PSSD".

2. Membership

- 2.1 The members of this local association are:
 - 2.1.1 Regular members of the STF as per STF Bylaws employed by PSSD.
 - 2.1.2 Substitute teachers who have substituted in PSSD and have become members of this local for the current school year under applicable STF Bylaw(s) and as defined by PSTA policy. Substitute teachers retain full membership rights within the local association.
- 2.2 All members shall carry out their duties and responsibilities as outlined in PSTA policy.

3. Purposes

- 3.1 It is the purpose of the local association to:
 - (1) Further the objectives of the Saskatchewan Teachers' Federation provincially and locally.
 - (2) Support the professional growth of members.
 - (3) Bargain collectively on behalf of members for a local collective bargaining agreement subject to the local bargaining provisions of *The Education Act, 1995*.
 - (4) Ensure effective communications within the membership and with the Federation.
 - (5) Ensure effective representation of members in Federation affairs.
 - (6) Advance the interests of local members through engagement with the employer(s).
- 3.2 As per STF Bylaw 4, Section 4.5, the PSTA shall not make any representation to the federal or provincial government or any member, of the parliament or legislature or branch or agency thereof without the explicit approval of the STF Executive.
- 3.3 The PSTA shall act in a manner aligned to the collective interests of the teaching profession in Saskatchewan.
- 3.4 The PSTA shall not communicate publicly its opposition to Federation or other local association strategic initiatives.

4. Fees

- 4.1 The local may levy a fee upon its members to support the work of the local association.
- 4.2 Any fee must be approved by the members voting at a general assembly meeting.
- 4.3 The local may levy differentiated membership fees based on proportion of contract time and for substitute teachers.
- 4.4 Every member is obligated to pay to the local association any fee that is duly levied and failure to pay such fees shall be considered a matter contrary to the collective interests of teachers.
- 4.5 The association fees will be collected at a time and by a method as defined by PSTA policy.
- 4.6 Associate membership fees may be set through a decision by the executive.

5. Rules of Procedure

- 5.1** All meetings of the general assembly and representative assembly shall be conducted in accordance with STF Council Procedures or Robert’s Rules of Order. The specific procedure will be determined and communicated to the members by the chair.
- 5.2** Notwithstanding anything contained in this constitution, the executive may determine that a general meeting, meeting of the representative assembly or meeting of the executive be held entirely by means of telephonic, electronic or other communications facility. In the event such a meeting is to be held, the executive shall, notwithstanding anything contained in this constitution, establish the procedures for the conduct thereof including, without limitation, the procedures for voting by telephonic, electronic or other communications facility. The procedures shall be communicated to participants prior to the meeting commencing.
- 5.3** The executive may authorize absent individuals to electronically attend meetings that are being held in-person.

6. Governance Organization

6.1 General Assembly

- 6.1.1 The general assembly consists of all PSTA members.
- 6.1.2 The association shall hold a meeting of all members at least once annually.
- 6.1.3 Notwithstanding 7.1.2, the Executive may, in exigent circumstances, delay, postpone or re-schedule the Annual General Meeting to a date, place and time to be determined by the Executive.
- 6.1.4 The executive may call a special meeting of the general assembly through a majority vote.
- 6.1.5 The representative assembly may call a special meeting of the general assembly through a majority vote.
- 6.1.6 A petition signed by 25% of members shall result in a special meeting of the general assembly.
- 6.1.7 More than 50% of the membership must be present to constitute a valid meeting of the general assembly.
- 6.1.8 Authority and responsibilities of the general assembly include:
 - (1) approve through a single resolution, the budget and required fees.
 - (2) approve audited financial statements
 - (3) approve proposed amendments to the constitution
 - (4) Receive the annual reports from members of the executive

6.2 Representative Assembly

- 6.2.1 The representative assembly consists of school staff representatives elected by the members in designated schools or areas as well as members of the executive.
- 6.2.2 School Staff Representatives will be determined by the following formula: staffs or areas with fewer than 15 members shall elect one school staff liaison. An additional school staff liaison shall be elected for each additional 15 members, or fraction thereof. A part time teacher, or fraction thereof, would be considered one (1) member.
- 6.2.3 The association shall hold a representative assembly a minimum of three (3) times per school year.
- 6.2.4 The executive may call a representative assembly through a majority vote.
- 6.2.5 A petition signed by 25% of members of the representative assembly shall result in a meeting of the representative assembly.
- 6.2.6 More than 50% of the membership must be present to constitute a valid meeting of the representative assembly.
- 6.2.7 Authority and responsibilities of the representative assembly include:
 - (1) Act as the intermediary decision-making body between the membership and the executive.
 - (2) Approval of draft budgets for consideration by members
 - (3) Make decisions regarding the policies and guidelines of the local association
 - (4) Adoption of policies

- (5) Elect all Executive and Committee Members except the president
- (6) Consideration of reports and information from committees
- (7) Consideration of reports and information from educational partners and the STF
- (8) Approval of resolutions to be considered by the STF Council on behalf of PSTA.

6.3 Executive

- 6.3.1 The executive has the authority to act as the voice of the members of the local in speaking with the STF, other locals, the board of education, and educational stakeholders within the division.
- 6.3.2 The executive arranges for the effective operation of the local, the provision of services to members, and the appointment of members to local committees.
- 6.3.3 The executive makes decisions to carry out the purposes of the local in accordance with the policies, budgets and directions established by the general assembly and/or the representative assembly.
- 6.3.4 The executive is invested with the authority to make decisions regarding the practices and procedures of the executive.
- 6.3.5 The executive shall consist of a past president (if applicable); president; vice president; STF councillors; LINC chair; professional development chair; communications chair; teacher wellness committee chair; secretary; and treasurer.
- 6.3.6 The secretary and treasurer are not voting members of the executive.
- 6.3.7 The term of office for all executive members, excluding the president and LINC, shall be from July 1 to June 30.
 - (1) The term of office for the president shall be for two years, from July 1 of the first year of election to office to June 30 of the second year of election to office.
 - (2) The term of office for members of the Local Implementation and Negotiation Committee shall be for two years, from July 1 of the first year of the term to June 30 of the second year of the term.
 - (1) To ensure continuity, elections for LINC members will be held annually, with three positions elected each year.
 - (2) In the first election following the adoption of this amendment, all six LINC positions shall be elected.
 - (3) The three (3) candidates receiving the highest number of votes shall be assigned an initial two-year term.
 - (4) The remaining three (3) candidates shall serve an initial one-year term.
 - (5) In subsequent elections, all elected members shall serve full two-year terms.
 - (6) Should a vacancy occur during the first year of a two-year term, an election shall be held to fill the unexpired portion of that term as part of the regular election process.
- 6.3.8 For the purposes of making decisions, quorum will be established as more than 50% of the executive members.
- 6.3.9 The executive may extend voting privileges in decision making to members of standing committees who are in attendance at a meeting of the executive.
- 6.3.10 The executive must meet a minimum of seven (7) times per year.
- 6.3.11 The executive and/or president has the authority to appoint ad hoc committee members.
- 6.3.12 The executive shall ensure that the following are satisfactorily prepared, maintained and made available to the Federation upon request:
 - (1) Financial records of the local association.
 - (2) Records of minutes of local association meetings.
 - (3) Contingency plans for vacancies in executive roles.
- 6.3.13 The PSTA shall have a policy addressing local association executive members' conduct in alignment with the STF Executive Code of Conduct.

7. Committees

- 7.1** The local association may appoint such advisory, reference or operating committees, both standing and ad hoc, as it finds necessary to support the work of the local.
- 7.2** In the event that a minimum number of committee members stated in the constitution are not available, a committee may still stand on the approval of the executive.
- 7.3** The local association will maintain the following standing committees:
- 7.3.1 Liaison Committee
 - (1) The liaison committee shall promote the local association to the board of education
 - (2) The liaison committee shall be the president, vice president and STF councillors
 - (3) The term of office shall be from July 1 to June 30
 - (4) The liaison committee shall meet at the request of the board of education, and/or, request of division administration staff and/or association executive
 - (5) The liaison committee may request a meeting with the board of education upon approval of the executive.
 - 7.3.2 Local Implementation and Negotiation Committee
 - (1) Committee members will be elected by the representative assembly.
 - (2) The LINC committee will consist of six members and the president.
 - (3) The term of office shall be two years from July 1 to June 30.
 - (4) Committee members will choose a chair who will serve on the executive.
 - (5) Shall carry out the duties as described in the PSTA Policy and Guidelines.
 - 7.3.3 Professional Development Committee
 - (1) Committee members will be elected by the representative assembly.
 - (2) The professional development committee will consist of five members.
 - (3) The term of office shall be from July 1 to June 30.
 - (4) Committee members will choose a chair who will serve on the executive.
 - (5) Shall carry out the duties as described in the PSTA Policy and Guidelines.
 - 7.3.4 Communications Committee
 - (1) Committee members will be elected by the representative assembly
 - (2) The communications committee will consist of three members.
 - (3) The term of office shall be from July 1 to June 30.
 - (4) Committee members will choose a chair who will serve on the executive.
 - (5) Shall carry out the duties as described in the PSTA Policy and Guidelines.
 - 7.3.5 Teacher Wellness Committee
 - (1) Committee members will be elected by the representative assembly.
 - (2) The Teacher Wellness Committee will consist of three members.
 - (3) The term of office shall be from July 1 to June 3
 - (4) Committee members will choose a chair who will serve on the executive.
 - (5) Shall carry out the duties as described in the PSTA Policy and Guidelines.

8. Local Association Officers and Officials

- 8.1** The president and vice president shall be STF councillors of the local.
- 8.2** An executive or standing committee member wishing to remain in office while on extended leave shall, at their earliest convenience, inform the executive and continue to fulfill the duties of their office, as outlined in PSTA Policies and Guidelines
- 8.2.1 The Executive shall refer to Section 3: Duties of Office outlined in PSTA Policies and Guidelines when determining the extent to which an executive or standing committee member on extended leave of absence has fulfilled their duties.

- 8.3** If concerns arise over the ability of a member on extended leave to fulfil the duties of their office, those concerns will be shared in accordance to the STF Code of Ethics.
- 8.4** The STF councillor team of the local shall:
- (1) Select a chair of the councillor team.
 - (2) Assign councillors to represent a geographical region of the local.
 - (3) Ensure that the president and vice-president do not represent a geographical area.
 - (4) Receive and direct issues related to the local and STF from the president, executive, councillors, or members.

9. Offices and Duties

9.1 Committee Chairs

9.1.1 All committees of the association shall appoint a chair each year.

9.1.2 Duties:

- (1) Contribute to the establishment and maintenance of the committee
- (2) Organize and preside over committee meetings
- (3) Recruit, mentor and support committee members
- (4) Facilitate the review of committee plans, programs and goals
- (5) Liaise between the committee and the local, the school division and the provincial organization
- (6) Maintain communication with the President on the status of the committee
- (7) Prepare required reports or documents on behalf of the committee
- (8) Act as a means of communication for the committee with respect to findings, policy implications and recommendations.

9.2 Communications Committee

9.2.1 Responsible for any association merchandise.

9.2.2 Enhance the profile of the local association.

- (1) Develops a strategic plan to enhance communication internally and externally with the local association and surrounding communities with input from the executive, representative assembly and membership.
- (2) Promotes the local association and enhances the image of the teaching profession.

9.3 Local Implementation and Negotiation Committee (LINC)

9.3.1 Liaises with the Saskatchewan Teachers' Federation and other LINC's on matters related to bargaining.

9.3.2 Constitutes the grievance committee/board of review with matters arising out of the local agreement.

9.3.3 Designates two members to join the President on committees related to the provincial collective agreement.

9.3.4 Works with the President in administering the local collective agreement.

9.3.5 Nominates a chairperson.

9.3.6 The duties of the LINC Chair:

- (1) Has the same role and responsibilities as other committee chairs.
- (2) Maintains regular contact with the local association executive and the provincial organization during negotiations.
- (3) Speaks on behalf of the committee to members and school division officials.
- (4) Maintains relationships with school division officials involved in collective bargaining.
- (5) Assists members in dealing with grievances related to the local collective agreement.

- (6) Works with the president in administration of the local collective agreement.
- (7) Must send a letter to the Educational Relations Board registering the bargaining route selected by the association.
- (8) Must send a letter to the Board Chairman at least 100 days prior to the expiration of the current agreement requesting that negotiations commence.

9.4 Past President

- 9.4.1 Will be the member who last held the position of president.
- 9.4.2 Will only be a member of the executive for the first year of a president's term.
- 9.4.3 May assist the president in facilitating the development and implementation of local policies.
- 9.4.4 May assist the president in facilitating the development and maintenance of local services to members.
- 9.4.5 May assist the president in a mutually agreed upon role or responsibility.

9.5 President

- 9.5.1 One president shall be elected by the membership.
- 9.5.2 The president of the local presides over all the functions and activities of the local and exercises authority as the local's chief officer.
- 9.5.3 Represents the local and speaks on behalf of its members within the STF and the area served by the local.
- 9.5.4 Monitors, communicates to members, and works to further the goals and activities established at the provincial level of the STF.
- 9.5.5 Works to resolve conflict and solve problems with the local.
- 9.5.6 Refers schools and members in need of advice and assistance from STF Senior Administrative Staff.
- 9.5.7 Attends all Local Implementation and Negotiation Committee meetings with the school division.
- 9.5.8 Meets regularly with the Director of Education or designate and other school division staff.
- 9.5.9 Attends meetings of the school division to represent the association.
- 9.5.10 Has initial approval of all minutes of the Representative Assembly and executive meetings. Minutes are sent out to respective members as part of the next meeting package. Amendments are asked for at the next regularly scheduled meeting and are formally approved.
- 9.5.11 Act as a signing authority for the PSTA.
- 9.5.12 Acts as the agent of the local in managing its affairs:
 - (1) Organizing and presiding over executive meetings
 - (2) Facilitating leadership development within the local.
 - (3) Ensuring the effectiveness of local association committees by having the right to call meetings of chairpersons and committees for the purpose of liaison and planning, and shall be ex officio, a member of all committees.
 - (4) With the approval of the executive, appoints the secretary and treasurer.
 - (5) Establishing and maintaining effective, two-way communication with members.
 - (6) Facilitating the development and implementation of local policies.
 - (7) Facilitating the development and maintenance of local services to members.
 - (8) Develop and create resources for the representative assembly and executive.
 - (9) Ensures that the website and documents are maintained.
 - (10) Assists in the maintenance of social media accounts.

9.6 Professional Development Committee

- 9.6.1 Organizes and plans general assemblies.

- 9.6.2 The chair, two committee members and the President will join the Prairie Spirit School Division committee(s) for consultation and collaboration related to professional development/adult learning in the division.
- 9.6.3 Ensures all provisions related to professional development/adult learning that are contained within the local collective bargaining agreement are implemented.

9.7 School Staff Representative

- 9.7.1 Attends and contributes to the Representative Assembly, providing the perspective of the school while acting on behalf of all members of the local by:
 - (1) Acquiring information about issues facing the local, sharing it with those in their schools or electorate and seeking feedback from them.
 - (2) Reporting on assembly decisions and the reasons for them.
 - (3) Arranging for a substitute to attend Representative Assembly meetings from the member's school/group if unable to attend.
- 9.7.2 Liaises between the school and the local association executive or provincial organization
- 9.7.3 Reports to the school staff on STF meetings, PSTA meetings and local and provincial issues, ensuring that their implications are understood and discussed
- 9.7.4 Gathers and distributes information as requested
- 9.7.5 Links members to supports and services within the STF
- 9.7.6 Conveys information on teacher concerns to the local association and/or the provincial organization.

9.8 Secretary

- 9.8.1 Maintains and distributes all records of all general meetings and meetings of the representative assembly and the local association executive.
- 9.8.2 Ensures the members of the executive and representative assembly are informed about the business of the local association.
- 9.8.3 Assists the president by carrying out responsibilities as designated as by the president and/or executive.

9.9 STF Councillor

- 9.9.1 Attends STF Council meetings and contributes to the work of the STF Council, providing the perspective of the local while acting on behalf of all STF members.
 - (1) Informs the Councillor Chair of the need for a substitute at Council meetings if unable to attend.
- 9.9.2 Acts as an agent of the STF within the local:
 - (1) Connects members to the STF in matters related to professionalism, benefits and pension, accreditation, STF policies, STF plans and activities, and STF services. Shares information with members regarding educational issues and trends affecting teachers.
 - (2) Support the development and implementation of STF plans and policies at the provincial level.
 - (3) Informs the STF Executive and Administrative Staff about the needs of local members and developments or issues within the local
 - (4) Maintains local relationships, both internal and external, that facilitate influencing and information-gathering on behalf of the STF
 - (5) Councillors should not provide advice and guidance to members rather they advise members of and refer them to the various programs, services and resources available at the Federation.

9.10 Treasurer

9.10.1 Financial Review

- (1) An individual who is not a member of the local association shall be appointed annually to conduct an audit or review of the financial records of the local association and prepare a financial statement.
- (2) The audit or review shall confirm adherence to the standards provided by Chartered Professional Accountants Canada.
- (3) The audit or review shall be approved at a general assembly meeting open to all members.

9.10.2 Remuneration and Expenses

- (1) All expenses require executive approval prior to payment unless the executive designates such approval to another individual.
- (2) Motions involving expenses of \$1,000.00 or more shall require a two-thirds majority approval.
- (3) Honoraria and remuneration may be provided to officers or officials through a decision of the representative assembly or general meeting.
- (4) The executive shall reimburse officers and members for expenses incurred on local association business according to rates and policies approved by the representative assembly.

9.10.3 Budget

- (1) A committee consisting of the president and treasurer shall prepare a preliminary budget with input from all committees.
- (2) Upon approval of the preliminary budget by the executive, the executive shall set the fees for the following school year.
- (3) At a representative assembly, the treasurer shall present the proposed budget to the assembly for approval or amendment.
- (4) At a general assembly meeting, the treasurer shall present the budget to the members for approval or amendment. If the budget is amended, the executive may adjust the fees to reflect the budgetary change.

9.10.4 Signing Authority

Three officers shall have signing authority. All payments of monies shall require at least two signatures. Individuals shall not sign for payments to themselves.

9.10.5 Release Time

Release time may be provided to officers through a decision of the representative assembly or general meeting. Release time for officers of the local is negotiated with the employing board(s) of education through the LINC committee representing the association.

9.10.6 The local association fiscal year shall be from July 1 of the current year to June 30 of the following year.

9.10.7 The local association shall establish financial policies that clearly define the administration of, management of expenses, conflicts of interest, payments and other matters, which ensure financial practices are transparent and accountable based on generally accepted accounting principles.

9.11 Vice President

9.11.1 One vice-president shall be elected by the representative assembly.

9.11.2 Presides over general meetings of the membership.

9.11.3 Act as a signing authority for the PSTA.

9.11.4 Assumes the role of president in the event that the president is unable to carry out the responsibilities assigned by:

- (1) Representing the president at meetings.

- (2) Chairing meetings in the president's absence.
- 9.11.5 Assists the president by carrying out responsibilities designated to the office by the president and/or executive.
- 9.11.6 Collaborates with the professional development committee to organize general assemblies.

10. Local Collective Bargaining

- 10.1** The Local Implementation and Negotiation Committee shall negotiate collective agreements with the Prairie Spirit School Division in accordance with *The Education Act, 1995*.
- 10.2** The Local Implementation and Negotiation Committee shall seek input from members to inform the bargaining process.
- 10.3** The Local Implementation and Negotiation Committee shall ensure that a vote on tentative local agreements occur as set out in PSTA policy.
- 10.4** PSTA shall seek guidance from the Federation on matters concerning the negotiation and implementation of the local collective bargaining agreement.
- 10.5** The Local Implementation and Negotiation Committee shall monitor the implementation of local and provincial collective agreements.

11. Financial Matters

- 11.1** Honoraria, remuneration or release time may be provided to local association officers through a decision of the representative assembly or general assembly.
- 11.2** The executive shall reimburse officers and members for expenses incurred for services rendered to the local.
- 11.3** The representative assembly has the authority to make decisions regarding remuneration for the officers who sit on the executive.
- 11.4** An individual who is not a member of the local shall be appointed annually by the executive to audit the financial records of the local. The general assembly shall receive the audited financial statement for each year.
 - 11.4.1** The audit or review shall confirm adherence to the standards provided by Chartered Professional Accountants Canada.
 - 11.4.2** The audit or review shall be approved at a meeting open to all members.
- 11.5** A committee consisting of the president and treasurer shall prepare a preliminary budget with input from all committees.
- 11.6** Upon approval of the preliminary budget, by the executive, the executive shall set the fees for the following school year.
- 11.7** At a representative assembly, the treasurer shall present the proposed budget to the assembly for the approval or amendment.
- 11.8** At a general assembly meeting, the treasurer shall present the budget to the members for approval or amendment.
- 11.9** If the budget is amended, the executive may adjust the fees to reflect the budgetary change.
- 11.10** Remuneration may be provided to officers or officials through a decision of the representative assembly or general meeting.
- 11.11** All expenses require executive approval prior to payment, unless the executive designates such approval to another individual.
- 11.12** Motions involving expenses \$1,000.00 or more shall require a two-thirds majority approval.
- 11.13** Three officers shall have signing authority. All payments of monies shall require at least two signatures. Individuals shall not sign for payments to themselves.

- 11.14** The local association shall establish financial policies that clearly define the administration of, management of expenses, conflicts of interest, payments and other matters, which ensure financial practices are transparent and accountable based on generally accepted accounting principles.

12. Election to and Removal from Office

12.1 Elections

- 12.1.1 Members are eligible for election to the executive and/or standing committees as permitted by the Constitution and/or PSTA Policy.
- 12.1.2 A member may hold more than one position within the local.
- 12.1.3 A member of the local will be elected by the general membership to the position of president prior to the general assembly meeting before July 1 of the first year of each term of office. The president shall be elected by secret ballot.
- 12.1.4 Members of the local will be elected at a representative assembly meeting to the following positions prior to July 1 of each year:
- (1) Vice-president
 - (2) STF councillors
 - (3) Local Implementation and Negotiation Committee
 - (4) Professional Development Committee
 - (5) Communication Committee
 - (6) Teacher Wellness Committee
- 12.1.5 Members of the local will be elected by the specified schools or groups of members to the position of school staff liaison at or before school opening of each year.
- 12.1.6 The procedure for elections shall be determined by the policies and guidelines.
- 12.1.7 In circumstances where a representative assembly meeting for the purpose of electing Executive members cannot be held prior to the expiration of the term of office for Executive members, the members of the Executive, whose terms are set to expire, will have their terms of office extended until after the representative assembly meeting of the membership at which the regular election takes place.

12.2 Substitutions and Vacancies

- 12.2.1 A vacancy is defined as a resignation, removal from office or unfilled positions.
- 12.2.2 In the event of an extended absence, the executive shall, if necessary, with all deliberate speed appoint a substitute for the position.
- 12.2.3 In the event of an elected office other than councillor or school staff liaison becoming vacant, the executive shall with all deliberate speed appoint a successor for the remainder of that term of office.
- 12.2.4 If a position of STF councillor or vice-president becomes vacant, the executive shall call for an election to fill the vacancy.
- 12.2.5 If a duly elected councillor is unable to attend a meeting of the STF Council, the local association may appoint a replacement for the absent STF councillors and the president shall notify the STF executive director of the substitution prior to the opening day of the meeting of Council.
- 12.2.6 If a position of school staff liaison becomes vacant, the designated school or area shall elect a replacement for the remainder of the term of office.

12.3 Removal of Officers

- 12.3.1 A member of the local association executive may be removed from office for:
- (1) Behaving in a manner contrary to the codes and standards of the teaching profession.
 - (2) Conduct has resulted in such a negative effect so as to impede the work of the local association.
 - (3) Failing to carry out the duties of the office.

- 12.3.2 The process for removal shall include the following:
- (1) A notice of motion shall be presented to all association executive members at least three working days prior to an executive meeting.
 - (2) At the association executive meeting, a motion to remove the executive member must be presented and approved by at least 80 percent of the voting members present.
 - (3) An approved association executive motion to remove an officer requires approval by a simple majority at a General Assembly for the President or by a simple majority at a Representative Assembly for all other officers.
- 12.3.3 The following conditions shall prevail in all proceedings related to removal from office:
- (1) A notice of motion shall be presented to the association membership at least three full days ahead of the General Assembly in circumstances involving the president.
 - (2) A notice of motion shall be presented to the members of the representative assembly at least three full days ahead of the Representative Assembly in circumstances involving all officers except the president.
 - (3) An opportunity shall be provided to the subject representative(s) and to the mover of the motion to address both the association executive, General Assembly or Representative Assembly.
 - (4) No motion of the association executive to remove an association member from office shall stand for over 30 days without the calling of a General Assembly or Representative Assembly.

13. Constitutional Amendments

- 13.1** The constitution may be amended by a two-thirds vote of the members present and voting at a general assembly meeting:
- (1) After a notice of motion to amend is given to the members in writing and a recorded vote taken and presented to the executive.
 - (2) Provided the notice of motion has been made available in writing at least three days prior to the general assembly meeting.

14. Dissolution of the Local Association

- 14.1** The local may be dissolved by a majority vote of the membership.
- 14.2** By a motion of the executive, provision should be made for the disposition of any assets possessed by the local.
- 14.3** By a motion of the executive, provision should be made for the disposition of records and archival material possessed by the local.