

# Prairie Spirit Teachers' Association Policies and Guidelines



*Effective May 19, 2026*

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## **1. Membership**

### 1.1. Fees

1.1.1 Membership fees shall be prorated according to contract, with a minimum of 25% of the full fee. In exceptional circumstances where a member must withdraw membership from the local association, the executive may refund membership fees on a case-to-case basis.

1.1.2 The process of collecting association fees shall be determined by the executive.

### 1.2. Associate Membership

1.2.1 The rights and privileges of associate members are limited to receiving local publications and participating in locally sponsored programs.

1.2.2 The rights and privileges are conditional upon the payment of an associate membership fee.

1. The associate membership fee shall be established by September 30 by the Executive.

1.2.3 Associate members may not run for office, vote in elections, vote on policies, vote on collective agreements, sit as voting members on local committees or represent the local in any forum.

### 1.3. Substitute Teachers

- 1.3.1 Substitute teachers shall be members of the local association and shall pay membership fees prorated based on the number of days worked during the school year. Substitute teacher membership fees shall be set at 75% of the full membership fee.
- 1.3.2 Substitute teachers who are members of the association have full rights and privileges of membership except for the following eligibility restriction:
  - 1. Substitute teachers are not eligible to run for the office of President, Vice president, or STF Councillor.
- 1.4 Honorary Membership
  - 1.4.1 Honorary membership in the association may be provided through a decision of the executive. Honorary members have the same rights and privileges as associate members.

## **2. Election Procedures**

- 2.1. The executive each year shall establish the dates for elections and shall make those dates known to the membership in a timely manner.
  - 2.1.1 Elections for president are held prior to the general assembly and prior to the election for the other officers in the executive.
  - 2.1.2 Election of officers to the executive and standing committees is held prior to the general assembly.
- 2.2. The executive shall appoint a returning officer for the term July 1 to June 30.
- 2.3. No funds of the PSTA shall be spent in support of any candidates.
- 2.4. Nominations for office signed by two members of the local are submitted to the returning officer before the vote is held. Nominations are also invited from the floor at a representative assembly held just prior to the executive and standing committee elections.
- 2.5. Nominees shall have the opportunity to submit a word statement to be published by the PSTA. These statements may include a maximum word limit to be determined by the returning officer.
- 2.6. Elections will take place in the following order: president, vice president, STF councillors, local implementation and negotiation committee (LINC), professional development committee, and communications committee.
  - 2.6.1 Unsuccessful candidates have the opportunity to continue to be nominated down the ballot during the election process.
- 2.7. The President is responsible for notifying the membership, and media of the election results on behalf of the returning officer.

## 2.8. Returning Officer

### 2.8.1 The duties of the PSTA Returning Officer include:

1. Organizing a vote by the whole membership to elect the president.
2. Organizing elections to the local executive at representative assemblies.
3. Providing members and school staff liaisons with information about election policies and procedures
4. Ensuring that for the presidential election instructions are prepared for each school staff liaison and confirm the voter list. The information shall contain the voting procedures.

2.8.2 The president may assist the returning officer in carrying out the duties of voting and elections.

## 2.9. Election of President

2.9.1 If the margin of victory is less than 25 votes, a recount shall be performed.

2.9.2 In the event of a tied vote, a revote shall occur for the tied candidates.

2.9.3 The candidate receiving the most votes shall be declared elected.

2.9.4 All voting shall be conducted in accordance with the following rules:

1. Voting in each school staff is to be conducted under the supervision of the school staff liaison.
2. Voting is to take place on the day(s) appointed and between the hours of 8:00 am and 4:00 pm.
3. The returning officer shall contact the President with the results.
4. The Returning Officer shall announce the results of the vote.
5. Ballots shall be kept for one year. The ballots shall be destroyed by order of a motion from the Executive.

## 2.10. Election of Executive Officers and Standing Committee Members

2.10.1 Nominated members do not have the opportunity to address the representative assembly unless all nominated individuals have the opportunity to do so. The prepared statement provided by the nominated individual will be available for school staff liaisons.

2.10.2 A motion made from the representative assembly is required to close nominations. The motion is not voted on.

2.10.3 Only members of the representative assembly are eligible to vote.

2.10.4 For executive offices or standing committees that consist of more than one position, members shall cast one vote for each position open. Ballots with votes less than the full number of open positions shall be declared invalid.

2.10.5 In the event of a tied vote, a revote shall occur for the tied candidates.

2.10.6 The candidate(s) receiving the most votes shall be declared elected.

2.10.7 The executive shall invite individuals who are not members of the association to assist in the election process. These individuals will:

1. Count ballots using the counting sheet under the supervision of the returning officer.

2. The returning officer calls out each ballot name, counters mark their sheet accordingly.
3. Once ballots are counted, counting sheet numbers are compared for accuracy
4. The returning officer declares a winner and informs the President of the results.

2.10.8 The President shall announce the results of the vote.

2.10.9 Ballots shall be kept for one year. The ballots shall be destroyed by order of a motion from the Executive.

2.11. The following schools/groups of members shall elect a school staff representative by Constitution formula:

1. Aberdeen School & Riverview Colony School
2. Allan School
3. Blaine Lake School & Green Leaf Colony School
4. Borden School
5. Clavet School
6. Colonsay School
7. Dalmeny High School
8. Delisle Composite School & Willow Park Colony School
9. Delisle Elementary School
10. Division Office
11. Dundurn School & Hillcrest Colony School & Lost River Colony School
12. Hague Elementary School
13. Hague High School
14. Hanley School
15. Hepburn School
16. Laird School
17. Lake Vista Public School
18. Langham Elementary School
19. Leask Community School & Leask Colony School
20. Lord Asquith School, Eagle Creek Colony School & Sunnydale Colony School
21. Martensville High School
22. Osler School
23. Perdue School
24. Pike Lake School
25. Prairie View School
26. Rosthern Community School
27. South Corman Park School
28. Stobart Community School
29. Traditions Elementary School
30. Valley Manor School
31. Vanscoy School
32. Venture Heights School

33. Waldheim School & Riverbend Colony
34. Walter W. Brown School
35. Warman Community Middle School
36. Warman Elementary School
37. Warman High School
38. Warman Community Middle School

### **3. Executive and Committee Members on Extended Leave**

- 3.1 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.
- 3.2 The Executive shall refer to Section 9: Duties of Office outlined in the PSTA Constitution and relevant PSTA Policies when determining the extent to which an executive or standing committee member on extended leave of absence has fulfilled their duties.
- 3.3 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.

### **4. Financial Matters**

- 4.1. The President, Treasurer and Vice President shall have co-signing authority for all financial transactions of the local association.
- 4.2. The Treasurer will reconcile all accounts by August 20th of each year and transfer them to the new Treasurer by the date of the school year start.
- 4.3. The financial institution shall be determined by the executive.
- 4.4. Approved expenses will be reimbursed at rates determined by the executive.
- 4.5. Honoraria shall be awarded as determined by the representative assembly.
- 4.6. Release time may be provided to local association officers through a decision of the representative assembly or general assembly. Release time for officers of the local is negotiated with the employing Board of Education through LINC. The local association will reimburse the Board of Education for the costs of releasing an employee to carry out roles and responsibilities for the local association.
- 4.7. Reimbursement of Expenses
  - 4.7.1 PSTA members are eligible for travel expense reimbursement for the following committees and/or purposes:

1. Executive meetings
  2. Representative Assembly Meetings
  3. Standing Committee Meetings
  4. Other meetings or purposes that are approved by the President
- 4.7.2 Travel expense claims will be at the Executive approved rates based on the PSTA distance chart.
- 4.7.3 Travel expenses shall be reimbursed at least twice per year.
1. The president shall have all travel expenses reimbursed monthly.
- 4.7.4 Travel expense claims shall be based on
1. Any additional distance beyond the regular daily distance that a member would travel to and from their location of work, OR
  2. A minimum travel expense rate
- 4.7.5 PSTA members are eligible to submit for a per day expense claim for the expenses other than travel incurred when attending the following:
1. Executive meetings
  2. Representative Assembly Meetings
  3. Standing Committee Meetings
  4. Other meetings or purposes that are approved by the President
- 4.7.6 The maximum amount of the per day expense will be approved by the Executive.
- 4.7.7 Expense claims must be submitted within 30 days of the event.

## **5. Association Records**

- 5.1. Association records shall consist of:
- 5.1.1 Financial statements
  - 5.1.2 Budget documents
  - 5.1.3 Election documents
  - 5.1.4 Ballots from votes and elections
  - 5.1.5 Minutes from all committees, representative assemblies, executive meetings, and general assemblies
  - 5.1.6 Constitution and Policies
  - 5.1.7 Other documents as determined by the executive
- 5.2. The PSTA will work with STF archives to ensure documented history of the association is collected and preserved.
- 5.3. Unless otherwise stated in policy or in the constitution, items listed above will be preserved on file for five years.
- 5.4. The president will ensure a historical record of members who have served on the PSTA Executive is maintained.
- 5.5. Every effort should be made to keep a copy of all records in one location that is not a personal residence.

## **6. Local Collective Bargaining**

- 6.1. The executive shall select the bargaining route.
- 6.2. Agreement Ratification
  - 6.2.1 A recommendation for ratification will be made to the executive when LINC has determined that there is a proposed agreement.
    - 6.2.1.1 Prior to a recommendation for ratification, the LINC Chair will review the proposed agreement with the STF to ensure the proposed agreement is not in violation of any provincial agreements.
  - 6.2.2 The Executive considers the recommendation from LINC. If approved a motion is made to call for vote of the membership.
  - 6.2.3 The PSTA contacts the School Staff Liaisons with the vote question, background and voting process.
  - 6.2.4 The President administers a school staff based vote using processes established by policy for elections.
  - 6.2.5 A 50% + 1 vote from the membership is necessary for the ratification of a collective agreement.
- 6.3. Amendments to the Local Collective Bargaining Agreement
  - 6.3.1 A recommendation to seek an amendment will be made to the executive by LINC.
    - 6.3.1.1 Prior to a recommendation for amendment, the LINC Chair will review the proposed agreement with the STF to ensure the proposed amendment is not in violation of any provincial agreements.
  - 6.3.2 The Executive considers the recommendation from LINC. If approved a motion is made to call for a vote of the membership to support opening discussions to seek an amendment.
  - 6.3.3 The PSTA contacts the School Staff Liaisons with the vote question, background and voting process.
  - 6.3.4 The President administers a school staff based vote using process established by policy for elections.
  - 6.3.5 If the membership is in favour (50% + 1) of moving forward, the PSTA LINC team contacts Prairie Spirit School Division to seek an amendment.
  - 6.3.6 A proposed amendment is presented to the executive. Prior to proposing the amendment, the LINC Chair will confirm with the STF that the proposed amendment is not in violation of any provincial agreement. If approved a motion is made to call for vote of the membership.
  - 6.3.7 The PSTA contacts the School Staff Liaisons with the vote question, background and voting process.
  - 6.3.8 The President administers a school staff based vote using process established by policy for elections.

6.3.9 A 50% + 1 vote from the membership is necessary for the approval of an amendment of the collective agreement.

## **7. General Assembly**

- 7.1. Involvement with and understanding of the PSTA and the STF, at the local and provincial level, is a professional obligation of every teacher.
- 7.2. Members unable to attend a PSTA general assembly held during a school day will follow regular procedures for accessing leaves.
- 7.3. The general assembly shall receive a report from the President on the state of the association.

## **8. Executive Practices and Procedures**

- 8.1. The executive shall maintain a record of practices and procedures.
- 8.2. Practices and procedures are developed by a motion of the executive.

## **9. Resolutions**

- 9.1. A resolution is a formal proposal calling for the Saskatchewan Teachers' Federation or the Prairie Spirit Teachers' Association to take a certain action, or to express a certain view or set of beliefs.
- 9.2. Members seeking a resolution to be adopted by the Prairie Spirit Teachers' Association or to be submitted to the Saskatchewan Teachers' Federation on behalf of the association must submit the resolution to the executive.
- 9.3. The executive assigns the resolution to a committee.
  - 9.3.1 The committee works with the members who submitted the resolution.
  - 9.3.2 The committee develops wording of the resolution.
  - 9.3.3 The committee develops background research to include with the resolution.
  - 9.3.4 The committee brings the completed resolution to the executive. The executive approves the resolution for referral to the Representative Assembly. The Representative Assembly must approve a resolution in order for that resolution to move forward to the STF as endorsed by the PSTA.
- 9.4. Resolutions Approved
  - 9.4.1 Resolutions for the STF are submitted on behalf of the association by the deadline required by the STF.
  - 9.4.2 Resolutions for the PSTA are submitted to the executive to administer.

## **10. Community Support**

### **10.1 Scholarships**

10.1.1 The Prairie Spirit Teachers' Association will provide a student scholarship.

10.1.2 The method of awarding the scholarships shall be through a process determined by the PSTA Student Scholarship Committee.

10.1.3 The amount of the scholarship will be determined annually as part of the Association budget. Changes in contributions must be approved through the budget process or through a motion of the executive within the approved budget.

10.1.4 A Student Scholarship Committee consisting of the PSTA President, Vice President, and three PSTA members appointed by the Executive will establish criteria, an application process, and an adjudication process.

### **10.2 Sterling McDowell Foundation**

10.2.1 The Prairie Spirit Teachers' Association should contribute on an annual basis to the foundation at a rate determined by the budget.

## **11. Teacher Recognition**

11.1. The PSTA recognizes the importance of celebrating the superannuation of its members. The PSTA will provide funding for school-based celebrations for superannuates in the school.

11.2. The PSTA will provide an allotment of money to purchase a gift for each superannuate.

11.3. The PSTA will provide a gift for members who have served on the Executive.

11.4. The PSTA will provide a gift in memorandum for members that have died.