

INFORMATION HANDBOOK 2023-2024



Special Area Groups
of Educators



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Message from the President



Thank you for taking on a leadership role in your Special Area Groups of Educators. SAGE are essential to the success of our members, wherever they are in their careers. The professional learning experiences that you help provide to our members, and to all teachers in the province, help them grow and develop as professionals throughout their teaching careers.

The Society has a long history of advocating for member autonomy in professional development. Our many SAGE took a leading role in our advocacy work opposing Bill 64, The Education Modernization Act, educating both politicians and the public about the vital work that our members do on behalf of students. As we look to the Province's Education Action Plan, we see the importance placed on professional development. The voices of SAGE are going to be critical in expressing the needs of members going forward.

This handbook contains practical tips and resources to help you understand your role and the important support you will provide for our colleagues. Know that the leadership of the Society is here to support you in the work that you do. Together we can build a stronger Society for all members.

On behalf of The Manitoba Teachers' Society, I thank you for your work in professional development and wish you success in all your initiatives for the upcoming year.

Nathan Martindale

Benefits of Belonging to Special Area Groups of Educators (SAGE)

Teaching is a Demanding Career

The challenges, responsibilities, expectations – and rewards – are great!

Invest in your own professional development and personal success with Special Area Groups of Educators (SAGE) memberships.

SAGEs help you:

- keep on top of changes;
- share insights with peers;
- give your teaching the informed edge;
- exercise your autonomy in professional development.

The 33 SAGEs affiliated with The Manitoba Teachers' Society are your link to a network of professional educators striving for excellence. Professional development opportunities, camaraderie, professional learning networks, and a forum to share your ideas and insights are all benefits of being a member of a SAGE.

The Professional Development Edge

MTS PD Day, conferences, and workshops present the best ideas from the brightest minds in teaching. But SAGEs do much more than sponsor a one-day PD conference.

SAGE reinforces your personal professional development by:

- developing skills in a friendly, non-competitive environment;
- keeping you on the leading edge of thinking in your areas of interest.

SAGE Publications

SAGE publications inform, stimulate, and expand your world of professional reading. What's more, they are your forum and your voice to colleagues across the province who share your interests.

Leadership and Influence

SAGEs provide professional development opportunities and a forum for their members to take a leading role in addressing issues and challenges in public schools in Manitoba.

SAGE Members:

- influence the development of resolutions for The Manitoba Teachers' Society annual Provincial Council meeting;
- work with like-minded colleagues to help develop Society policy in a number of areas;
- lay the groundwork for projects that benefit you, your profession, and your students;
- network with colleagues to enrich your professional development.

Inspiration

Many SAGEs recognize their members' contributions and commitment through awards and other programs. Experience the satisfaction of working together with conscientious and dedicated peers. Let your SAGE participation inspire your personal creativity.

A Perfect Match

SAGEs thrive on fresh ideas and input. You can make a positive contribution to your peers and your own professional success.

2023-2024 List of Special Area Groups of Educators (SAGE)

ACEM	Applied Commerce Educators of Manitoba
CAYC-MB	Canadian Association for Young Children
CIEM	Council for Indigenous Education of Manitoba
GAME	Gaming Association of Manitoba Educators
HEM	Hutterite Educators of Manitoba
MAAE	Manitoba Association for Art Education
MADE	Manitoba Association of Dance Educators
MAME	Manitoba Association of Multi-Age Educators
MAMT	Manitoba Association of Mathematics Teachers
ManACE	Manitoba Association of Computing Educators
MART	Manitoba Association of Resource Teachers
MASSW	Manitoba Association of School Social Workers
MASTARS	Manitoba Association of Secondary Teachers of at Risk Students
MATE	Manitoba Association of Teachers of English
MATF	Manitoba Association of Teachers of French
MATS	Manitoba Association of Teachers of Spanish
MDEA	Manitoba Drama Educators Association
MEI	Manitoba Educators for Inclusion
MELIT	Manitoba Early Literacy Intervention Teachers
META	Manitoba Elementary Teachers' Association
MHETA	Manitoba Home Economics Teachers' Association
MMEA	Manitoba Music Educators' Association
MMYA	Manitoba Middle Years Association
MSCA	Manitoba School Counsellors' Association
MSLA	Manitoba School Library Association
MSSTA	Manitoba Social Science Teachers' Association
MTSLD	Manitoba Teachers for Students with Learning Disabilities
PHE-MB	Physical and Health Educators of Manitoba
RCGW	Reading Council of Greater Winnipeg
STAM	Science Teachers' Association of Manitoba
TEAL	Teachers of English as an Additional Language
TEAM	Technology Educators' Association of Manitoba
VTAM	Vocational Teachers' Association of Manitoba

Visit <http://www.mbteach.org/mtscms/2016/08/15/special-area-groups-of-educators/> and click on "SAGE Groups" for specific information about each SAGE, including membership fees, conference dates, PD opportunities and volunteer opportunities.

What is SAGE – Bylaw I

"SAGE" means the Special Area Groups of Educators designated by the Society to serve the professional development needs of Members.

Terms of Affiliation, Constitutional Requirements and Policy – Bylaw VI

PART IV – SPECIAL AREA GROUPS OF EDUCATORS

4.1 SAGE Affiliation

Any group of at least twenty (20) MTS Members, Substitute Teachers or Plan Teacher Recipients organized on the basis of interest in a particular aspect of education and committed to the continuing improvement of professional teaching practice may be established as a SAGE group upon approval of the Provincial Executive. The Provincial Executive shall regularly review the ongoing purpose of each SAGE. Any violation by a SAGE of the approval by the Provincial Executive may result in suspension of services or termination of SAGE upon motion of the Provincial Executive.

4.2 Constitutional Requirements

The Provincial Executive shall approve each SAGE constitution which shall state:

- (a) the SAGE is affiliated with the Society;
- (b) the SAGE is a Manitoba chapter;
- (c) the SAGE will comply with the Constitution, Bylaws and Policies;
- (d) membership is open to any Member, Substitute Teacher, Plan Teacher Recipient and Student Members in Good Standing and that membership is voluntary;
- (e) Sixty percent (60%) of members of the SAGE must be Members;
- (f) how the SAGE will determine its membership fee and the amount to be charged for each membership category;
- (g) how SAGE will dispose of its funds in the event that it ceases to be active;
- (h) the procedures to be followed for electing the executive and officers of the SAGE on the express understanding that:
 - (i) any member of the SAGE shall have the right to hold elected office; and
 - (ii) all members of the SAGE shall have the opportunity to participate in the election of officers and executive.
- (i) the procedures for amending the SAGE's constitution;
- (j) the quorum for general and executive meetings;
- (k) the procedures to be followed with respect to the formation of chapters of SAGE and the membership, powers and responsibilities of chapters, including provisions confirming each chapter of SAGE shall be subject to:
 - (i) approval of the chapter's establishment and continued affiliation by SAGE;
 - (ii) approval of the chapter's constitution by SAGE and the Provincial Executive;

- (iii) a SAGE chapter being considered defunct if it has not formed an executive for two (2) successive years;
- (iv) if the SAGE is itself a chapter of a national or international association which determines the constitution of its chapters, the SAGE's acceptance for Society affiliation and continued affiliation, shall be contingent upon the SAGE's adhering to the requirements outlined in this Article; and
- (l) the SAGE will adopt a membership year consistent with the Society's fiscal year.

4.3 Terms of Continuing Affiliation

The following rules shall apply to maintain the continuing affiliation between the Society and SAGE:

- (a) the SAGE shall submit a report of its activities to Provincial Council. Receipt of the report shall be in accordance with the deadlines determined by the Provincial Executive;
- (b) the SAGE shall submit its membership lists to the Executive Director annually or upon request. The membership list shall include, but not be limited to, names, addresses, Society membership category and if applicable, school division employers. Receipt of the membership lists shall be in accordance with deadlines determined by the Provincial Executive;
- (c) within four (4) weeks of its elections the SAGE shall submit a list of its officers and executive to the Executive Director;
- (d) the SAGE shall submit a copy of its independent financial audit or review to the Executive Director by November 30 each year;
- (e) the SAGE shall formally review its constitution at least every fifth (5th) year and changes to the SAGE constitution shall be operative only after approval by the Provincial Executive;
- (f) the SAGE shall not make membership of the Group a prerequisite for attendance at its major conferences; and
- (g) the SAGE shall maintain a membership of at least twenty (20) Members and if this number is not maintained for a period of two years, the SAGE shall be considered defunct.

4.4 Limitations on SAGE Representations

Prior to making representations to Outside Bodies, SAGE or any SAGE member acting on behalf of a SAGE shall seek the approval of their Provincial Executive liaison, the Provincial Executive or the President. Provided that the submission or presentation does not contradict the Constitution, Bylaws or Policies or adversely affect the welfare of the Society, the group may then, in cooperation with the Society, make the submission or presentation to Outside Bodies. A submission or presentation is considered to be a formal communication purporting to represent teachers' views with respect to educational issues.

4.5 Responsibilities of SAGE to the Society

Each SAGE shall:

- (a) assist the Society when requested by the Provincial Executive or any committee of the Society, in the study of problems peculiar to the SAGE's special area of interest;
- (b) recommend Members, Substitute Teachers or Plan Teacher Recipients to Provincial Executive for consideration when the Society establishes a committee or is asked to name a representative to an Outside Body where issues affect a specific SAGE;
- (c) provide professional development opportunities for their members;

- (d) advocate the interests of their members with the Society;
- (e) have SAGE executives become familiar with Policies that may affect their particular SAGE; and
- (f) keep the Society informed, through their SAGE liaisons, about the activities and events in their areas so that the Society can maintain a broad view of educational trends and activities in the province.

4.6 Society Services to SAGE

Services provided by the Society to SAGE shall be provided to SAGE subject to staff workload, Society priorities and equipment limitations.

4.7 Cost Recovery Services

The following services shall be available on a cost recovery basis to each SAGE:

- (a) consultative services from all departments of the Society excluding legal opinions except in situations where in the opinion of the Executive Director, the issue is of such widespread applicability that provision of such service directly to a SAGE is appropriate;
- (b) use of rooms in McMaster House for meetings, subject to the availability of space;
- (c) support staff services including coordination of regular mailing services, preparation and distribution of a SAGE brochure, formatting of constitutional amendments, archiving of publications, and preparation of materials for SAGE Council;
- (d) printing and distribution of information brochures about SAGE and its professional development activities;
- (e) maintenance of membership records;
- (f) assistance collecting membership fees which the Society shall deposit monthly in each of the SAGE accounts, with statements to each SAGE treasurer; and
- (g) materials and postage to provide services will be provided at cost by the Society.

4.8 Financial Arrangements Between the Society and SAGE

The following financial arrangements shall apply between the Society and SAGE:

- (a) all SAGE shall adopt the same fiscal year as the Society;
- (b) any membership fee received by the Society prior to December 31 will entitle the individual to SAGE membership for that membership year;
- (c) in each fiscal year, the Society will provide Special Area Groups of Educators with a financial allocation of fifty dollars (\$50) for each Member who belongs to SAGE, up to a maximum of two thousand dollars (\$2,000) in accordance with the Society's financial policies. This allocation will be reduced by the amount a SAGE group's surplus or reserve exceeds seventy-five percent (75%) of the previous year's SAGE operating budget;
- (d) special projects may be co-sponsored and cost-shared between the Society and the SAGE provided that:
 - (i) SAGE submits its plans and budget estimates to the Professional Development Standing Committee for approval prior to undertaking the initiative;
 - (ii) the Professional Development Standing Committee recommendation for support is approved by the Provincial Executive; and

- (iii) the funding of the special projects is reviewed each year;
- (e) the allocation available to the SAGE for the Society's fiscal year shall be based on:
 - (i) the SAGE'S membership fee in effect on March 31 preceding the Society's fiscal year; and
 - (ii) the highest level of Society membership in the SAGE in the period from September 1 to March 31 preceding the Society's fiscal year; and
- (f) the Society shall allocate a sum to be distributed annually among SAGEs who apply for funds to gather data to support their endeavours.

4.9 Responsibilities of the Society and SAGE

The Society and SAGE shall be jointly responsible for:

- (a) promoting innovative activities which provide for improved professional development and promote high standards of professional practice; and
- (b) increasing the overall participation in SAGE activities by all Members, Substitute Teachers and Plan Teacher Recipients, and that the Society and SAGE schedule activities throughout the year.

4.10 SAGE Council

The SAGE shall form a council consisting of one official representative from each SAGE and the following rules shall apply to **SAGE Council activities**:

- (a) the Society shall defray the expenses of one official representative from each SAGE to attend up to five (5) meetings of the Council in each fiscal year;
- (b) the Provincial Executive shall appoint one of its members to act as chairperson of the council and as liaison with the Professional Development Standing Committee;
- (c) the chairperson shall be responsible to the Provincial Executive and not be considered a SAGE representative;
- (d) attendance at SAGE council meetings shall be open to members of any SAGE;
- (e) only official representatives may vote;
- (f) a quorum of official representatives of at least fifty percent (50%) of the SAGE groups shall be required for the Council to conduct business;
- (g) in the event of a tied vote, the Chairperson shall have a casting vote;
- (h) the SAGE Council shall meet at the call of the chair or on written request of two (2) or more SAGE and its terms of reference are to:
 - (i) share information on SAGE activities;
 - (ii) discuss matters of common concern;
 - (iii) coordinate planning of SAGE conferences and workshops;
 - (iv) make recommendations to the Provincial Executive or to SAGE; and
 - (v) study and report on matters referred to it by the Professional Development Standing Committee.
- (i) minutes of the SAGE Council shall be distributed to all the SAGEs, the Provincial Executive and to the Professional Development Standing Committee;
- (j) a Society staff officer shall act in an advisory capacity to the SAGE Council; and
- (k) the SAGE Council shall in cooperation with the Society promote membership in SAGE.

4.11 SAGE Resolutions to Provincial Council

SAGE Council may submit resolutions affecting SAGE to Provincial Council.

4.12 Representatives to Provincial Council

Two (2) representatives from SAGE Council may attend Provincial Council Meetings as observers and speak to any resolutions affecting SAGE affiliation, SAGE general meetings, or SAGE conferences. Information relevant to SAGE will be sent to the two (2) representatives.

4.13 General Rules Applicable to SAGE

The following general rules shall apply to SAGE:

- (a) when SAGE sponsors a conference or other type of event where a fee is charged, such fee shall be collected independently of the membership fee and shall be the direct responsibility of SAGE;
- (b) SAGE will actively recruit members from outside the Metro Winnipeg area and from across the province;
- (c) the school year shall include a teacher conference day whereon all public schools in the province close, so that individual teachers are free to direct their own professional growth by selecting those activities which will enhance their professional practice; and
- (d) The Manitoba Teachers' Society Professional Development Day will be held on the third Friday of October commencing in 2009 unless this date falls in the same week as Thanksgiving in which case it would be held on the fourth Friday of October in that year only.

4.14 SAGE Conferences

The following rules shall apply to SAGE conferences:

- (a) teachers wishing to attend The Manitoba Teachers' Society Professional Development Day be allowed partial registration for each conference attended; and
- (b) a teacher registering for a limited enrolment SAGE conference, which has reached maximum enrolment, not be penalized for late registration when re-registering for another SAGE conference provided the original registration form was submitted prior to the registration deadline.

POLICY I - PART VI - MEMBER SERVICES

6.4 The Manitoba Teachers' Society Professional Development Day Northern Travel Allowance

The Society shall provide a subsidy to assist Members living in northern Manitoba with the cost of travel to attend The Manitoba Teachers' Society's sanctioned professional development conferences on The Manitoba Teachers' Society Professional Development Day in Winnipeg and Brandon.

The Manitoba Teachers' Society Policies

Privacy Policy

Definition of Personal Information

Personal information is information about an identifiable individual such as name, age, income, ethnic origin, personal email addresses, and home telephone numbers. Personal information does not include the work title, business address or business telephone number of a member. This exception has been referred to as “business card” or “non-personal” information. The Society uses both personal and non-personal information when providing services to its members.

Collecting Personal Information

The SAGEs collect personal information for the purposes of processing applications, mailing SAGE publications, providing SAGE membership privileges, and generating statistical information related to the administration of the SAGEs.

Consent

It is important that all Registration Forms (e.g. Application forms for membership, workshop registration) contain a “consent” clause. When members complete the registration form, they consent to the use of their personal information for the purposes listed on the form.

A. Registration Forms

Whenever forms are created to collect personal information, the form should identify why the information is being collected and how it will be used. **Your SAGE Registration forms must include the following consent and a space for the applicant’s signature.**

Example:

Completing this form indicates your acknowledgment and acceptance of The Manitoba Teachers' Society handling your personal information in accordance with our Privacy Policy. The current version of the Privacy Policy may be found at: <http://www.mbteach.org/mtscms/2016/05/06/mts-privacy-policy-english/>

B. Social Media

Accordingly, any workshop operated by the Society or Special Area Groups of Educators must obtain written consent, normally through the registration process, regarding the possibility of recording, photography, livestreaming etc. of the event.

Example:

By registering and participating in this workshop, I am aware that my image and comments may appear on a website, in a publication or on social media.

Limits on the Use and Retention of Personal Information

Personal information can only be used for the purposes for which it was collected. It should also be retained for a period that is reasonable to fulfil the purpose for which the information was collected. Personal information should be stored in a secure location and disposal should be secure as well. (e.g. shredding)

Disclosure of Personal Information

In compliance with Society policy, membership information and lists are not distributed to outside bodies/third parties. In instances where the SAGE wishes to use the services of a third party (e.g. Conference organizers, mailing services), the SAGE should contact the Society Privacy Officer to confirm that appropriate procedures are being followed.

For more information regarding the Privacy Policy, please visit our website at:

<http://www.mbteach.org/mtscms/2016/05/06/mts-privacy-policy-english/>

Social Media Policy

Social Media Platforms

The Society currently has an official presence on Facebook, X (Twitter), Instagram and YouTube. Any other official MTS accounts on these or other social media platforms must be authorized.

MTS event-specific accounts on all social media platforms will be authorized. Any MTS partnership accounts (joint accounts with third parties) must also be approved.

Official Accounts

All official MTS accounts must be authorized and are under the purview of the Society.

Official accounts will be created with a specific mbteach.org email address.

Official accounts will include a disclaimer. For Twitter, that disclaimer will be “Links, RTs are not endorsements.” Users will follow the Terms of Service of the specific platform.

Personal Accounts

It is recommended that personal accounts be unaffiliated with the Society, not listing it as an employer. This gives employees flexibility in their personal accounts, but still affords them the opportunity to support the Society’s social media goals by sharing, reposting, and retweeting MTS content.

Employees who choose to, may list “The Manitoba Teachers’ Society” as an employer, but must include a disclaimer. For X (Twitter), that disclaimer can be one the following: 1) “The opinions I express are my own”, 2) “All tweets are my own”, or “Opinions are mine and not those of my employer.”

Personal accounts not listing the Society as an employer are still strongly advised to use a disclaimer.

Personal accounts must NOT use the letters MTS in the username.

MTS LOCAL ACCOUNTS

In General

Have a dedicated social media manager, someone who cares about and will make the time to monitor your platforms and posts. Sometimes this job can be split between two people.

Recognize your social media accounts will have other audiences than your members – parents, trustees, other MTS locals and divisions, community organizations, politicians, and media.

Post in a friendly, authentic voice – not an institutional one.

If using multiple X (Twitter) or Facebook accounts, (president, association, personal) remember who you are at any given time to avoid “wrong piping” your tweets and status updates.

Make sure to always have permission from subjects when posting their pictures to your social media accounts.

If you need help setting up a social media account, contact Raman Job, Public Relations Facilitator.

Twitter

Consider using a disclaimer like: “Links, reposts are not endorsements” in your X (Twitter) biography so you don’t necessarily imply agreement with material you like, comment on, link to, or repost.

Use both a profile picture and a header on X (Twitter). Headers show up on mobile, too. Backgrounds aren't as important on mobile as they are on desktop.

Post regularly to establish your local's account as one worth following.

If you want to reference the Society in your X (Twitter) account, consider mentioning us in your biography. Keep in mind your user name is limited to 15 characters.

Follow other Manitoba teachers who use X (Twitter). Many will follow you back.



Facebook

When setting up an association Facebook account, consider a Facebook Page instead of a group or profile. Your members will feel more comfortable liking a page than friending a profile. They retain their privacy settings when interacting with your page, but can still share your content. Plus, you can engage with other members of your community.

When starting your Facebook page, make sure to claim your shorter address after you've reached 25 likes. Otherwise your Facebook page URL will be very long and hard to publicize in print.

Facebook posts that receive the most likes, comments and shares are highly graphic. Try to include as many pictures (with proper permissions) and graphic elements as you can in your posts, even when communicating everyday news.

Anti-Spam Legislation (Effective July 1st, 2014)

Commercial Electronic Messages (CEM's) Is It ? Or Isn't It ?

An electronic message includes email, texting and social media direct messaging functions.

A commercial electronic message (CEM) is one that has commercial value or encourages participation in a commercial activity, examples as follows:

1. Offer to purchase, sell, barter or lease a product, goods, or services;
2. A course, conference or event where a fee is required;
3. A gaming opportunity, contest or prize;
4. A link to a website that has advertising or promotional value on the home page, inclusive of #1, #2, #3.

If it is determined that you are sending a CEM, the recipients consent is required prior to sending the message:

CEMs **exempt** from Anti-Spam Legislation include: a personal/family relationship, message relates solely to recipients commercial activity; message sent between employees, representatives, contractors, or franchisees of an organization which concern the organization's affairs or to another organization for which there is an existing business relationship and the CEM relates to that relationship.

CEMs where **consent is not required** includes a response to an inquiry or provision of information about an ongoing subscription, membership or account.

You have **implied consent** if the recipient is a member or there is an existing business relationship or existing non-business relationship with the recipient in the last 2 years.

Any CEMs outside of the above parameters would likely require **"express" consent** prior to contact. Contact the Manitoba Teachers' Society Privacy Officer for assistance prior to sending the communication.

When sending a CEM you must provide your contact information (name, mailing address, phone number or email address). **AN UNSUBSCRIBE OPTION MUST BE INCLUDED IN THE CEM******

The recipient of a CEM must have the option to no longer receive CEMs from the sender. The unsubscribe mechanism must be readily accessed and should be simple, quick and easy.

Example:

"If you do not wish to receive electronic messages from (your business name) in the future, please reply by email with your name and contact information (email address) and your request to unsubscribe."

The sender must stop sending CEMs to the recipient immediately. The sender must also keep a detailed and dated record of all unsubscribe responses.

CONSENT FORM

In the upcoming school year, we will be taking photographs and recording comments. Your images and comments may be printed in our newsletters or posted on our website or social media.

We require your permission to use your name, image and comments in this fashion.

Please sign and return the bottom portion of this page confirming that we have your consent to be recorded/photographed/interviewed for the purpose of using your name/image/comments in our publications or on our website.

If you have any questions regarding this form, please contact (*name and phone number*).

For more information on The Manitoba Teachers' Society handling of your personal information in accordance with our Privacy Policy can be found on our website <http://www.mbteach.org> under the "Inside MTS" tab.

Thank you for your cooperation.

Consent

- ☐ I consent to being recorded/photographed/interviewed and to my name/image/comments potentially being printed in (*name of publication*) or posted on (*website address*).

NAME: _____

SIGNATURE: _____

DATE: _____

CONSENT FORM FOR SPECIAL EVENT

On (d/m/y @ time), we will be hosting a special event (what event and where).

During this event we will be taking photographs and recording comments. Your images and comments may be printed in our newsletters or posted on our website.

We require your permission to use your name, image and comments in this fashion.

Please sign and return the bottom portion of this page confirming that we have your consent to be recorded/photographed/interviewed for the purpose of using your name/image/comments in our publications or on our website.

The Manitoba Teachers' Society handling of your personal information in accordance with our Privacy Policy can be found on our website <http://www.mbteach.org> under the "Inside MTS" tab.

Thank you for your cooperation.

Permission for Special Event – (DATE)

- ☐ I consent to being recorded/photographed/interviewed and to my name/image/comments potentially being printed in (*name of publication*) or posted on (*website address*).

NAME: _____

SIGNATURE: _____

DATE: _____

CONSENT FORM

I, _____ (please print), give my permission that my child may be photographed/interviewed and I consent to my child's image/comments being printed in our (*SAGE specific publication*) and/or posted on our social media accounts, and our (*SAGE specific website*):

www: _____

CHILD'S NAME: _____

SIGNATURE: DATE: _____
(PARENT/GUARDIAN)

DATE: _____

For more information on The Manitoba Teachers' Society handling of your personal information in accordance with our Privacy Policy can be found on our website <http://www.mbteach.org> under the "Inside MTS" tab.

CONSENT FORM

I, _____ (please print), consent to being photographed/interviewed and to my image/comments being printed in our (*SAGE specific publication*) and/or posted on our social media accounts, and our (*SAGE specific website*): www: _____

SIGNATURE: _____

DATE: _____

For more information on The Manitoba Teachers' Society handling of your personal information in accordance with our Privacy Policy can be found on our website <http://www.mbteach.org> under the "Inside MTS" tab.

Notice:

This event is open to the _____ staff

Insert SAGE's name

photographers and reporters.

**You may be photographed or recorded
for photos/articles in**

_____ print publications

SAGE name

or for posts on the _____

website or social media accounts.

Notice:

This event is open to media.

You may be photographed or recorded for publication in print, on line or on TV and radio.

_____ may also use
SAGE name
crowd shots and other images of participants in promotional and informational material in print or online print publications or for posts on the _____ website or social media accounts.

SAGE Constitution – Guidelines and Exemplar

Introduction – SAGE Constitution Template

SAGEs are groups established under the Bylaws of The Manitoba Teachers' Society (the "Society"), upon approval of the Provincial Executive, which are organized on the basis of interest in a particular aspect of education and committed to the continuing improvement of professional teaching practice.

Pursuant to the Bylaws of the Society, SAGEs are required to formally review their constitution at least every five (5) years. These reviews provide SAGEs with an opportunity to consider changes in best governance practices and continually update their constitutional documents accordingly.

The Society has created this SAGE Constitution template as part of the ongoing governance review and modernization project the Society has undertaken, beginning with the re-enactment of The Manitoba Teachers' Society Act, C.C.S.M. c. T30 and revision of its Bylaws, and followed by an updating of the constitutions and bylaws of its Locals. Modernization of SAGE governance and consistency with the modernization efforts of the Society is the next step. The template outlines essential elements for a streamlined SAGE Constitution, so as to provide the foundation for effective and efficient operation of SAGE governance and affairs, consistent with best and modern practices, legal principles, and the Constitution, Bylaws, and Policies of the Society. Accordingly, it is recommended for use by all SAGEs.

SAGEs also have the option of enacting Bylaws, in addition to a Constitution, if they see fit. For example, one area in relation to which Bylaws are typically used is to set out duties, such as the duties of the members of the Executive and chairpersons of Standing Committees. However, Bylaws are not necessary for all SAGEs and all governance and operational content may simply be set out in one Constitution document. Where they exist, Bylaws must be attached to the Constitution.

A Policy manual can also be used to set out the particular details of how the SAGE runs, which are not necessary to include in a Constitution or Bylaws document, so that the SAGE has the benefit of institutional memory as time goes on and the Executive experiences turnover.

There are options provided throughout the template in red where it is anticipated that SAGEs may want to personalize their Constitution or to elect one recommended governance option over another in order to reflect their practice or preference.

Explanatory notes have also been included in italics throughout the template to explain the content of certain articles, clarify the reason for including multiple options where they are provided, and outline the rationale for selecting one option over another.

Finally, if SAGEs have any questions, they are encouraged to contact the Society for guidance.

**CONSTITUTION
OF
[Insert Name of SAGE Here],
SPECIAL AREA GROUPS OF EDUCATORS
OF
THE MANITOBA TEACHERS' SOCIETY**

In accordance with the provisions of Bylaw VI, Part IV of The Manitoba Teachers' Society's Constitution, Bylaws and Policies, the [Insert Name of SAGE Here] is permitted to formulate this Constitution and to pass Bylaws thereunder.

ARTICLE I – NAME AND AFFILIATION

The name of the Association shall be the “[Insert name of SAGE here]”, and for the purpose of this Constitution shall hereinafter be referred to respectively as “[Insert Acronym Here]” or the “Association”.

ARTICLE II – DEFINITIONS

- 2.01 Capitalized terms in this Constitution shall have the same meaning as in *The Manitoba Teachers' Society Act* and the Bylaws and Policies of The Manitoba Teachers' Society passed thereunder, unless otherwise defined herein.
- 2.02 “Annual General Meeting” shall mean a general meeting held once per year in accordance with this Constitution.
- 2.03 “Standing Committee” shall mean such Standing Committees established by the Association pursuant to this Constitution.
- 2.04 [Insert additional definitions here, as required]

Explanatory Note:

Capitalized terms either need to be defined in the SAGE's Constitution, like the terms “Annual General Meeting” and “Standing Committee” are defined herein, or else they will be interpreted as having the meaning of the defined terms in the Constitution, Bylaws, and Policies of the Society, as per article 2.01. If terms are not defined in either of these places, then they should not be capitalized in the Constitution.

ARTICLE III – RELATIONSHIP TO THE SOCIETY

- 3.01 The Association shall exist as a Special Area Group of Educators in affiliation with The Manitoba Teachers' Society (the “Society”). The Association shall comply with the Constitution, Bylaws and Policies of the Society, and submit such reports and information to the Society required by its Constitution, Bylaws and Policies.
- 3.02 As per Bylaw I of the Society, the President of the Society shall be the official spokesperson for the Society. Prior to making any representations to Outside Bodies, the Association shall seek approval in accordance with Bylaw VI, Part IV of the Society.
- 3.03 The Association shall:
 - (a) assist the Society when requested by the Provincial Executive or any committee of the Society, in the study of problems peculiar to the Association;
 - (b) recommend Members, Substitute Teachers or Plan Teacher Recipients to Provincial Executive for consideration when the Society establishes a committee or is asked to name a representative to an Outside Body where issues affect the Association; and

- (c) keep the Society informed, through their SAGE liaisons, about the activities and events in its area so that the Society can maintain a broad view of educational trends and activities in the province.

ARTICLE IV – OBJECTIVES

The objectives of the Association shall be:

- 4.01 to provide professional development opportunities for its members;
- 4.02 to advocate the interests of its members with the Society;
- 4.03 to promote innovative activities which provide for improved professional development and promote high standards of professional practice;
- 4.04 to increase the overall participation in SAGE activities by all Members, Substitute Teachers and Plan Teacher Recipients; and
- 4.05 to actively recruit members from outside the Metro Winnipeg area and from across the province;
- 4.06 [Insert additional objectives here, if desired]

ARTICLE V – MEMBERSHIP, RIGHTS AND OBLIGATIONS OF MEMBERSHIP

- 5.01 Membership in the Association shall be open to any Member, Substitute Teacher, Plan Teacher Recipient and Student Member in Good Standing and others who have an interest in teaching [Insert subject area here, e.g. mathematics, sciences, etc.].
- 5.02 A minimum of sixty percent (60%) of Association members shall be Members of the Society.
- 5.03 Membership in the Association shall be voluntary.
- 5.04 Membership in the Association is not required for attendance at the Association’s major conferences.
- 5.05 The Association shall maintain a membership of at least twenty (20) Members, Substitute Teachers, or Plan Teacher Recipients and shall record membership information as required by the Bylaws and Policies of the Society.
- 5.06 Members must pay required membership fees to be in good standing.
 - (a) Assessment of Fees:
 - i. For record keeping purposes for the Society and the Association, the membership categories shall be:
 - 1) **Regular membership** – Members, Substitute Teachers, Plan Teacher Recipients, and others who are actively engaged in teaching or the education profession within Manitoba (full fee); and
 - 2) **Associate membership** – retired teachers, Student Members, or other interested persons [full, partial or half fee – subject to the approval of the Executive and members].
 - (b) Fees and Finances:
 - i. Membership fees shall be set annually at the Annual General Meeting.
 - ii. Funds may also be collected from other professional activities consistent with the objectives of the Association.

- iii. All funds shall be used to further the objectives of the Association.

5.07 Voting Rights

Association members may participate in political processes as follows:

- i. All members in good standing shall have the right to hold elected office on the Executive of the Association.
- ii. All members in good standing shall have the opportunity to participate in the election of the Executive including nominating candidates, running for office and voting in accordance with this Constitution.

ARTICLE VI – EXECUTIVE

6.01 Members of the Executive must be members in good standing of the Association.

6.02 The Executive shall administer and manage the affairs of the Association between general meetings and develop interim policies. Its powers shall include the power to interpret the Constitution and Bylaws of the Association, to adopt a budget for the Association subject to approval by the members, to appropriate money, and to appoint Standing Committees or *ad hoc* committees of the Association.

6.03 The members of the Executive shall consist of the following:

- (a) President;
- (b) Past President [optional];
- (c) Vice President;
- (d) Secretary;
- (e) Treasurer;
- (f) [SAGE Council representative, if applicable]; and
- (g) [Insert number here] Members-at-Large.

[Alternative sub-section (f): Members-at-Large in a number to be determined by the Executive and not to exceed [Insert Number Here] members]

[Alternative sub-section (f): Committee Chairpersons of the Standing Committees set out in this Constitution]

6.04 The duties of the members of the Executive shall include the following:

- (a) The President shall:
 - i. act as the representative of the Association and shall communicate on behalf of the Association;
 - ii. call, prepare the agenda for, and preside at all Executive Meetings;
 - iii. preside at the Annual General Meeting;
 - iv. be an ex-officio member of all Standing Committees and *ad hoc* committees of the Association;
 - v. present a written annual report to the Association at the Annual General Meeting as well as to the Society;
 - vi. supervise the conduct of the affairs of the Association by all members of the Executive, including but not limited to its financial affairs, in accordance with the Constitution, Bylaws, and Policies of the Society;
 - vii. delegate duties and supervise any duties so delegated;

- viii. [Insert other/additional duties here, if applicable]; and
 - ix. perform such duties as the Executive shall assign.
- (b) The Vice President shall:
- i. assume the duties of the President in the absence of the President, unless unwilling or unable to do so, as delegated by the Executive;
 - ii. [chair the Nominating Committee (if no Past President)];
 - iii. [Insert other/additional duties here, if applicable]; and
 - iv. perform such duties as the President or Executive shall assign.
- (c) The Past President shall:
- i. provide information about Association business to the President and Executive upon request;
 - ii. [Insert other/additional duties here, if applicable]; and
 - iii. perform such duties as the President or Executive shall assign.
- (d) The Secretary shall:
- i. prepare and preserve, or appoint a designate to cause to be prepared and preserved, an accurate record of all of Executive and general meetings of the Association;
 - ii. keep a record of attendance at all Executive and general meetings;
 - iii. make and send to the Society such reports and statements as may be needed at any time;
 - iv. send or cause to be sent notices to members of all general meetings;
 - v. preserve the records of the Association, which records shall belong to the Association;
 - vi. [Insert other/additional duties here, if applicable]; and
 - vii. perform such other duties as the Executive shall assign.
- (e) The Treasurer shall:
- i. oversee the proper conduct of the financial affairs of the Association in accordance with the Constitution, Bylaws, and Policies of the Society;
 - ii. be custodian of all funds of the Association and keep such funds in such financial institution as the Executive may decide, subject to approval of the membership at the Annual General Meeting;
 - iii. preserve the financial records of the Association, which records shall belong to the Association, and ensure that financial records are preserved for at least seven (7) years;
 - iv. report on the financial affairs of the Association to the Executive and the membership;
 - v. prepare and present at the Annual General Meeting a balanced budget, which includes proposed budgets from each committee;
 - vi. [Insert Other/Additional Duties Here, if applicable]; and
 - vii. perform such duties as the Executive shall assign.
- (f) Members-at-Large shall:
- i. serve as the chairpersons of Standing Committees as assigned;
 - ii. [serve as the SAGE Council representative, as assigned by the Executive, if applicable];
 - iii. [Insert other/additional duties here, if applicable]; and
 - iv. perform such duties as the Executive shall assign.

[Or, if the Committee chairpersons are named as members of the Executive:

(g) Standing Committee chairpersons shall:

- i. ensure that the Committee carries out its aims and duties in accordance with the Constitution, Bylaws and Policies of the Society, the Constitution of the Association, and any terms of reference assigned by the Executive;
- ii. keep minutes of Committee meetings and a record of the Committee's work;
- iii. report on the work of the Committee upon request by the Executive; and
- iv. perform such duties as the Executive shall assign.]

[Alternatively, state "The duties of the members of the Executive shall be contained in the Bylaws of the Association", if the duties of the members of the Executive are set out in Bylaws]

- 6.05 The Executive shall be responsible for appointing the Association's official representative to the SAGE Council. [Alternatively, set out how the official representative to the SAGE Council is chosen wherever it is most appropriate to do so in the Constitution. For example, is it a position on the Executive elected at the Annual General Meeting? If so, include Official Representative to SAGE Council as a member of the Executive in article 6.03, above. Or, the duty to act as representative to SAGE Council can be specifically assigned to one of the members of the Executive in article 6.04, above.]
- 6.06 The Executive members of the Association have the same obligations respecting conflict of interest as Members of the Provincial Executive of the Society, in accordance with Bylaw I, Part V of the Society.
- 6.07 The Executive members shall become familiar with Policies of the Society that may affect their particular SAGE.
- 6.08 A President of the Association who does not seek re-election or is defeated after one (1) or more terms in office is eligible to serve one (1) additional year on the Executive as Past President, provided the Past President remains a member in good standing of the Association at all times during that year [Limiting the term of the Past President is optional but recommended. Remove if No Past President].
- 6.09 Subject to Article 6.08, members of the Executive shall hold a one (1) [Or Insert different term] year term of office beginning following the end of the Annual General Meeting to the end of the subsequent Annual General Meeting.

Vacancies

- 6.10 A vacancy on the Executive shall occur in any of the following circumstances:
- (a) the resignation of a member of the Executive; or
 - (b) the member of the Executive being unable to act; or
 - (c) the removal from office of a member of the Executive, pursuant to this Constitution; or
 - (d) by Executive motion if a member of the Executive misses three (3) consecutive Executive meetings without reasonable excuse satisfactory to the Executive.
- 6.11 The Executive shall appoint a member to fill the vacant position as soon as reasonably possible.
- 6.12 The Executive is empowered to act notwithstanding any vacancy on the Executive.

Explanatory Note:

Executive Positions:

The positions typically included as members of the Executive are the President, Vice President, Secretary, and Treasurer set out above in article 6.03, together with either a number of Members-at-Large or the Standing Committee chairpersons.

The Constitution can either state the number of Members-at-Large or state that the number of Members-at-Large may be determined by the Executive each term, based on the total membership of the SAGE at any given time or on some other basis, but not to exceed a stated number, as per the options set out in article 6.03.

Most SAGE Constitutions presently include the Past President as a position on their Executive. The Past President is not an elected position and having a Past President is not necessary. The benefits of including this position are the ability of the Past President to share knowledge and assist in the transition to the new President, however, the Past President may not always be willing or able to serve on the Executive or may be averse to change. One of the governance trends that has been identified is to limit the term of the Past President to one (1) year or not to include a Past President position on the Executive at all. If your SAGE wants to include a Past President position it is recommended that the term of this position be limited, as per article 6.08.

It is strongly recommended that no member of the Executive hold more than one position; e.g. the Vice President should not also be the Treasurer. This practice can lead to confusion regarding the discharge of responsibilities, a disproportionate concentration of responsibilities among a small number of members, and does not reflect good governance practices.

Duties of Members of the Executive:

The duties of the members of the Executive outlined in article 6.04 are recommended typical duties for each position, but may certainly be individualized for your SAGE. Note also that there is the option to set out the duties in Bylaws, particularly if the duties are lengthy and detailed, such that their inclusion in the Constitution is unwieldy. If the duties are set out in the Bylaws, then the Constitution should state that “The duties of the members of the Executive shall be contained in the Bylaws of the Association”, as per the optional article 6.04.

SAGE Council Representative:

The Constitution must state how the SAGE’s official representative on SAGE Council is determined. For example:

- (a) The Executive may have a distinct SAGE Council representative position, as per optional article 6.03(f);*
- (b) The duty to act as the SAGE’s official representative on SAGE Council may be assigned to an existing position on the Executive, such as the President, Vice President, or, most commonly, a Member-at-Large, as per optional article 6.04(f)(ii); or*
- (c) The duty to act as the SAGE’s official representative on SAGE Council may be the responsibility of the Executive to assign each year, as per article 6.05.*

If the SAGE elects either option (a) or (b), then article 6.05 of the template is not necessary. However, if the SAGE wants to have ongoing flexibility as to which member of the Executive will be assigned the duty to be the SAGE’s official representative on SAGE Council, then this can be stated in article 6.05 in accordance with option (c).

Conflict of Interest Obligations:

Pursuant to article 6.06, a member of the Executive with a direct or indirect financial or other interest in a matter under consideration by the Executive shall immediately disclose the interest, withdraw from the meeting, and shall not attempt to influence other members with respect to the matter.

A conflict of interest is any situation where a member of the Executive has, or could reasonably be perceived as having, a personal financial interest or gain in a matter, or duties or obligations apart from those connected with their duties or obligations for the SAGE and that could reasonably compromise or be seen to compromise their ability to impartially and effectively carry out their duties or obligations for the SAGE.

The disclosure of the conflict and the member’s withdrawal from the meeting shall be recorded in the minutes.

ARTICLE VII – ELECTION OF EXECUTIVE

7.01 Eligibility:

- (a) Any member in good standing of the Association is eligible to run for office, nominate candidates, and vote in elections of the Executive.
- (b) Executive members must hold and maintain membership in good standing in the Association during their term of office.

7.02 Nominations:

- (a) The timeline of accepting nominations to run is thirty (30) Days in advance of the Annual General Meeting.
- (b) Nominations shall be received and presented by a Nominating Committee chaired by the Past President. If the position of Past President is vacant, the Executive may make a motion to appoint a former Past President or member in good standing as the chair.
- (c) Further nominations for any Executive position may be received from the floor at the Annual General Meeting.
- (d) Written notice of the nominations procedures shall be provided to members.

7.03 The election of the Executive members shall take place at the Annual General Meeting and the Executive shall make arrangements for any members attending the Annual General Meeting by approved alternate means of participation in accordance with Article 11.04 to be able to cast their vote. [Or, by mail-in ballot, in accordance with this Constitution; or by secure electronic vote, in accordance with this Constitution, to be concluded within one (1) day of the Annual General Meeting].

7.04 Following the opportunity to accept nominations from the floor, if there is only one (1) candidate for an Executive position, that candidate is deemed the successful candidate by acclamation.

7.05 If two (2) or more candidates run for an Executive position, a secret ballot vote of the members present at the Annual General Meeting shall be held to determine the successful candidate. The successful candidate in a vote amongst two (2) candidates wins by the majority vote. The successful candidate in a vote amongst three (3) or more candidates wins by the plurality of votes.

7.06 Newly elected members of the Executive shall take office beginning at the end of the Annual General Meeting.

7.07 The President shall provide the Executive Director of the Society a list of the members of the Executive within four (4) weeks of their election.

Explanatory Note:

It is important that SAGEs provide all members throughout the Province with notice of their opportunity to run for Executive office, nominate other members to run for Executive office, and participate in the election of the Executive. Article 7 sets out a recommended election process intended to accomplish this goal.

This template is also designed to encourage participation in Executive and general meetings, including the Annual General Meeting, by providing members with the opportunity to participate in meetings by alternate means than in-person attendance, including conference call, Skype, etc. The Executive will have to make arrangements for members attending by these alternate means to be able to cast their votes in the election.

While most SAGEs hold their election at the Annual General Meeting, Article 7.03 outlines other options to consider, such as mail-in ballots or secure electronic voting using a platform like ElectionBuddy. If these options are utilized, then the Constitution should state that the election shall be concluded within a proscribed time period following the Annual General Meeting, as per article 7.03.

ARTICLE VIII – MEETINGS

8.01 Executive Meetings:

- (a) Executive meetings shall be held on a regular basis at the call of the President.
- (b) Members of the Executive shall be given at least seven (7) Days' notice of Executive Meetings.
- (c) Business shall be decided by a majority vote of the members of the Executive in attendance at the Executive meeting.
- (d) Between Executive meetings, the Executive may conduct business by taking a vote of Executive members through e-mail. Business conducted in this manner shall be passed by a majority vote of the members of the Executive and must be recorded in the minutes of the next Executive meeting.

8.02 General Meetings:

- (a) An Annual General Meeting of all members of the Association shall be held between [Insert dates here]
- (b) Written notice shall be provided to all members a minimum of thirty (30) Days in advance and include the time, location and agenda of the Annual General Meeting.
- (c) Members may participate by way of conference call, or other alternate means of participation approved and provided for by the Executive. Any members who join the Association after the notice herein has been provided, shall be provided with as much notice as reasonably possible.

[If the budget is passed by the membership at the Annual General Meeting, insert the following:

The agenda for the Annual General Meeting must include, but is not limited to, presentation for approval by the membership of the budget for the Association's current fiscal year and the most recent audit or financial review of the Association's financial statements.

The written notice to members of the Annual General Meeting must enclose the agenda, copies of any reports to be presented, motions to be heard, the Association's proposed budget for the current fiscal year, and the most recent audit or financial review of the Association's financial statements.

If the budget is passed by the Executive and presented to the membership at the Annual General Meeting, insert the following:

The agenda for the Annual General Meeting must include, but is not limited to, presentation for information of the budget approved by the Executive for the Association's current fiscal year, and presentation for approval by the membership of the most recent audit or financial review of the Association's financial statements.

The written notice to members of the Annual General Meeting must enclose the agenda, copies of any reports to be presented, motions to be heard, the Association's budget for the current fiscal year, and the most recent audit or financial review of the Association's financial statements.]

- (d) If unforeseen, emergent issues arise after the minimum notice has been provided in accordance with Article 8.02(b), which are to be addressed at the Annual General Meeting, as much written notice of such issues must be provided to the members as reasonably possible.
- (e) Other general meetings of all members may be called at the discretion of the Executive and require a minimum of seven (7) Days' written notice to members.
- (f) Business shall be decided by a majority vote of the members in attendance and in good standing, except as otherwise provided in this Constitution.

8.03 Special General Meetings:

- (a) Special general meetings may be called to respond to emergent issues:
 - i. by a member of the Executive; or

- ii. by any member in good standing of the Association if a written request is submitted to the President, which written request states the reason for the meeting and is supported by the signatures of at least ten percent (10%) of the membership.
- (b) The membership must receive seven (7) Days' notice of a special general meeting. However, the President has the discretion to waive the minimum notice of a special general meeting in urgent circumstances, in which case the special general meeting shall be scheduled with as much notice to the membership as is reasonably possible.
- (c) The special general meeting shall be limited to the business stated in the written request.
- (d) Business shall be decided by a majority vote of the members in attendance and in good standing, except as otherwise provided in this Constitution.

Explanatory Note:

Participation in Meetings by Alternate Means:

Pursuant to Bylaw VI of the Society, SAGEs are expected to actively recruit members from outside the Metro Winnipeg area and from across the Province. The template is designed to support this goal and encourage membership across the Province by facilitating participation in Executive and general meetings, including the Annual General Meeting, by alternate means, such as conference call, Sykpe, etc. Also see article XI, below.

Special General Meetings:

Special general meetings may not be a familiar concept to SAGEs. These meetings are typically called:

- *by the President, on the President's initiative and/or on the advice of the Executive, which shall determine the agenda for the meeting; or*
- *by any member, if a request in writing is submitted to the President (or designate another recipient), which request states the reason for the meeting and is supported by a minimum number of signatures of the membership.*

The purpose of special general meetings is to deal with emergent issues facing the SAGE, as opposed to issues that would or could be placed on the agenda for the Annual General Meeting. Such special general meetings would occur rarely.

ARTICLE IX – RULES OF ORDER

The Rules of Order for Executive or general meetings shall be the *Rules and Procedures Governing the Annual General Meeting* of the Society [Or insert alternative here: *Robert's Rules* or *Bourinot's Rules*].

ARTICLE X – STANDING COMMITTEES

10.01 The Standing Committees of the Association shall be the following:

- (a) MTS PD Day Conference Committee;
- (b) Membership Committee;
- (c) [Insert additional Standing Committees as appropriate]; and
- (d) Other, as assigned by the Executive.

10.02 Duties of the chairpersons of Standing Committees:

- (a) to carry out the aims and duties of their respective committees and deal with all items of business referred to their committees by the Executive;

- (b) to recommend appointments to their respective committees to the Executive;
- (c) to report on the work of the committees to the Executive at each Executive meeting and provide an annual report to the Annual General Meeting;
- (d) to stay within the budgetary limits unless prior Executive approval is obtained for further expenditures;
- (e) to prepare budgets for their respective committees' yearly operation and submit such budget to the Treasurer prior to the preparation of the Association's annual budget; and
- (f) to be responsible for the formation of sub-committees when the need arises.

[Note: Executives should consider appointing their Members-at-Large to be the chairpersons of Standing Committees.]

ARTICLE XI – QUORUM

- 11.01 The quorum for Executive meetings shall be fifty percent (50%) of the members of the Executive. Only one (1) vote per member will be permitted regardless of the number of positions held by each member. Members participating in Executive meetings by way of conference call, or other alternate means of participation approved and provided for by the Executive, shall be considered to be in attendance.
- 11.02 If quorum for an Executive meeting is not met, the Executive meeting may continue, but no votes on business matters shall be conducted.
- 11.03 The quorum for all general meetings shall be the members in attendance and in good standing, provided notice has been given in accordance with Article 8.02 or Article 8.03 in the case of a special general meeting.
- 11.04 Members in good standing participating in general meetings by way of conference call, or other alternate means of participation approved and provided for by the Executive, shall be considered to be in attendance for the purposes of Article 11.03, provided that they submit information to confirm their identity and membership in good standing.
- 11.05 Except as otherwise provided in this Constitution, business at a general meeting shall be conducted by a majority vote of the members in attendance and in good standing.

Explanatory Note:

SAGEs will observe that the recommended quorum for general membership meetings set out in the template represents a change from prior guidelines regarding SAGE Constitutions.

The goal of articles 11.03 and 11.04 is to facilitate participation by as many members as possible throughout the Province, while also ensuring that SAGEs are able to get their business passed in accordance with constitutional requirements. Accordingly, the template ensures that the need for transparency and adherence to democratic principles are respected by requiring that sufficient advance notice is provided to members of the time, place, and agenda of the Annual General Meeting and that the Executive provide for alternate means of participation than in-person attendance, including conference call, Skype, etc., such that any member who wants to participate is afforded a full and fair opportunity to do so (see also article 8.02(c)).

Once this opportunity has been provided, however, the template states that quorum for the general meeting shall be the members in attendance and in good standing and business shall be decided by majority vote, except as otherwise stated in the template.

Establishing quorum in this manner is also consistent with SAGE-equivalent associations in jurisdictions other than Manitoba.

Note that quorum is stated differently for meetings of the Executive, which requires fifty percent (50%) of the members of the Executive to be in attendance in order to have quorum. Members participating in Executive meetings by way of conference call, Skype, or other alternate means of participation approved and provided for by the Executive are considered to be in attendance.

ARTICLE XII – FISCAL YEAR AND FINANCE

12.01 Budget and Expenses:

- (a) The Executive must pass an annual budget for the fiscal year, which shall be presented to the membership for information at the Annual General Meeting.

[Alternatively, if the membership passes the budget, insert the following alternative provision:

The Executive shall present its proposed annual budget for the next fiscal year for approval by the membership at the Annual General Meeting. Approval of the proposed annual budget shall require a majority vote of members in attendance and in good standing. The proposed budget must be distributed to the members in accordance with article 8.02(b).]

- (b) All proposed expenditures must be approved by motion by the Executive prior to the expenditure.
- (c) Motions to approve and make amendments to the budget must be discussed and approved by the Executive.

12.02 The fiscal year of the Association shall commence on September 1 and end on August 31.

12.03 The President, the Secretary, and the Treasurer *[Or insert alternate Executive positions here]* shall have signing authority for expending Association funds. The signatures of any two (2) of these persons shall appear on all of the Association's cheques. No person shall be authorized to sign cheques payable to oneself.

12.04 The Association shall retain a qualified external auditor to annually undertake an independent audit or financial review of the Association's financial records and shall submit a copy to the Executive Director by November 30 each year.

Explanatory Note:

SAGEs have the option of either having their Executive or membership pass their annual budget for the fiscal year. If the Executive passes the budget, then it must be presented to the membership for information at the Annual General Meeting, in accordance with the optional language set out in article 12.01(a) and article 8.02(b). Generally, the SAGE will elect to have the Executive pass the budget where it holds its Annual General Meeting on The Manitoba Teachers' Society Professional Development Day in October because the new fiscal year will already have commenced as of September 1.

If the membership passes the budget, then it must be presented to the membership for approval at the Annual General Meeting, in accordance with the optional language set out in article 12.01(a) and article 8.02(b). If the SAGE elects to have the membership pass the budget, then its Annual General Meeting will need to be held in advance of the commencement of the new fiscal year on September 1, and it is recommended that it be held sometime in the Spring.

ARTICLE XIII – CHAPTERS

13.01 Any group who are members of the Association may form a chapter in their area.

13.02 Each chapter shall elect an executive from its own members. The size of the executive is dependent upon the size of the chapter.

13.03 Any chapters formed shall be subject to:

- (a) approval of the chapter's establishment and continuing affiliation by the Association;
- (b) approval of the chapter's constitution by the Association and the Provincial Executive of the Society; and
- (c) the condition that the chapter shall be considered defunct if it has not formed an executive for two (2) successive years.

ARTICLE XIV – AMENDMENTS

Constitution [and Bylaws, if applicable]

- 14.01 The Association shall formally review its Constitution [and Bylaws, if applicable] at least every fifth (5th) year.
- 14.02 All amendments to the Constitution [and Bylaws, if applicable] of the Association shall be voted on at the Annual General Meeting.
- 14.03 A member of the Association may submit proposed amendments to the Constitution [and Bylaws, if applicable] of the Association, by providing a draft amendment and written explanation to the President. Amendments shall be reviewed by the Executive and shall be placed on the agenda for the Annual General Meeting.
- 14.04 Notice of proposed amendments shall be presented to the membership in writing at least thirty (30) Days prior to the Annual General Meeting at which the amendments are to be voted on by the membership.
- 14.05 Amendments shall require a two-thirds (2/3) majority vote of members in attendance and in good standing at the Annual General Meeting to be approved.
- 14.06 Amendments shall become effective on the date the Provincial Executive of the Society approves the amendments.

Policy

- 14.07 The Executive may establish policies, which outline operational details particular to the Association in relation to the matters regulated by this Constitution.
- 14.08 Amendments to Association policies shall be made by the Executive.
- 14.09 Amendments to Association policies shall be presented to the membership at the Annual General Meeting.

Explanatory Note:

It is typical for amendments to the Constitution (and Bylaws, if applicable) to require a two-thirds (2/3) majority vote to pass, rather than the usual majority vote required for other business, as the Constitution is the governing document of the SAGE.

SAGEs should keep in mind that amendments do not become effective until they are approved by the Provincial Executive, as required by Bylaw IV of the Society, and as reflected in article 14.06.

Pursuant to Bylaw IV of the Society, SAGEs shall formally review their constitution at least every fifth (5th) year. This is a good opportunity for SAGEs to update and revise their Constitutions, in accordance with this template and evolving governance practices.

SAGE Executives may also create Policies respecting their particular operational details in relation to the matters covered by the Constitution, however, for transparency, Policies and amendments thereto should be reported on to the membership, as per article 14.09.

ARTICLE XV – DISPOSITION OF ASSETS

- 15.01 The Association shall be considered defunct if it has not maintained a membership of at least twenty (20) Members for a period of two (2) successive years.
- 15.02 In the event that the Association is considered defunct, all funds, after payment of debts and liabilities, shall become the property of the Society.

ARTICLE XVI – REMOVAL OF A MEMBER OF THE EXECUTIVE

- 16.01 A member of the Executive may be removed from office pursuant to this article on the basis that there are reasonable grounds to believe that the member is unwilling or unable to act in the best interests of the Association and its members, and the interests of the Association would be compromised by the member continuing to serve the member's term.
- 16.02 An Executive meeting to consider the removal of a member from the office of the Executive may be called by any member of the Executive.
- 16.03 The request must be made in writing to the President. The request must identify the member whose removal is sought and provide the reason(s) for the requested removal and be supported by at least two-thirds (2/3) of the members of the Executive.
- 16.04 An Executive meeting called in accordance with Articles 16.02 and 16.03 shall be scheduled within five (5) working days of receiving the request.
- 16.05 The members of the Executive shall receive as much notice of the meeting as is reasonably possible. Such notice shall be in writing and shall state the purpose of the Executive meeting.
- 16.06 In the case where the removal of the President is sought, the written request shall be submitted to the Vice President.
- 16.07 The Executive member whose removal is sought shall be provided with the opportunity to make a representation at the Executive meeting.
- 16.08 A motion to remove a member of the Executive must pass by a two-thirds (2/3) secret ballot vote of the members in attendance and in good standing at the Executive meeting, which requires quorum in accordance with Article 11.01.

Explanatory Note:

Article XVI provides a mechanism for the removal of a member of the Executive by the other members of the Executive in circumstances in which the other members have reasonable grounds to believe that the member is unwilling or unable to act in the best interests of the Association and its members, and the interests of the Association would be compromised by the member continuing to serve the member's term.

This Constitution was ratified by the **[Insert Name Here] ([Insert Acronym Here])**, Special Area Groups of Educators at their Annual General Meeting on _____, 20__.

Approved by Provincial Executive on _____, 20__.

President, [Insert Acronym Here]

Secretary, [Insert Acronym Here]

Executive Director
Special Area Groups of Educators
The Manitoba Teachers' Society

Frequently Asked Questions

Membership

- Q.** As the Membership Chair of my SAGE, where do I find the guidelines for keeping a proper membership list?
- A.** Contact the Communications and Contact Services department. (page 39)
- Q.** What fees can we charge members?
- A.** For record keeping purpose, membership categories within SAGE are: full fee or partial fee. There are provisions with SAGE Constitutions that permit your Executive to modify the fees. Contact the Communications and Contact Services department for more information.

Insurance Coverage

- Q.** Do I need extra insurance coverage for my SAGE event?
- A.** The Society has insurance covering member-related activities but additional coverage might be required pending the provisions of the rental contract you sign with the school division, hall or hotel. If additional insurance is needed, please contact the Finance Department at the Society.

Contracts

- Q.** Once we have contacted and booked our keynote speaker and presenters, what should we do before signing a contract with them?
- A.** There are many things that you should verify before signing a contract with keynote speakers and presenters. Here are some examples of contract content that should attract your attention.

Sponsor's obligations – What will you agree to pay?

Premises – suitable venue, audio/visual equipment, accessories (microphones, projectors)

Materials – promotional, time of presentation, reproduction of session – see MTS Privacy Policy with respect to recording, streamlining and archiving of presentations

Default – Breach of contract and liquidated damages

Cancellation – reasons and provisions (Acts of God, illness, emergency, travel delays, etc.)

General – document as much as possible in the contract

Finance

- Q.** Does each SAGE need to provide an annual audit to the Society?
- A.** Each SAGE shall submit a copy of its independent financial audit or review to the Executive Director by November 30th of each year.
- Q.** Does the Society provide a Special Area Groups of Educators financial allocation?
- A.** In each fiscal year, the Society will provide Special Area Groups of Educators with a financial allocation of fifty dollars (\$50) for each Member who belongs to SAGE, up to a maximum of two thousand dollars (\$2,000) in accordance with the policies in the Society's Operations Manual. (Bylaw IV 4.8 (c))

Request for a Satellite Service from SAGE Form



Request for a Satellite Service from Special Area Groups of Educators (SAGE) Form

Deadlines for submission:

- a) Manitoba Teachers' Society Professional Development Day (MTS PD Day); or
- b) other event: Three months prior to event
- c) if deadline has passed, contact the SAGE directly to see if the request can be accommodated.

Special Area Groups of Educators are affiliated with The Manitoba Teachers' Society and are a strong link to a network of professional educators striving for excellence. Professional Development opportunities, camaraderie, professional learning networks, and a forum to share ideas and insights are all benefits of being a member of a SAGE. This request for service is the first step in approaching a SAGE from a local association or school for learning opportunities throughout the year or on the October SAGE Coordinated Conference Day.

Each SAGE may accept or deny the application based on their ability to accommodate the request.

NAME OF SAGE GROUP:

State which group you are approaching for service: _____

APPLICANT:

State who is making the request and on whose behalf:

_____ on behalf of _____

Contact information: e-mail: _____ Phone: _____

Address: _____

PURPOSE:

Please state the reason for your request: _____

LOCATION:

Provide as much information as possible including address: _____

Date(s): _____ Time(s) Of Event: _____

PARTICIPANTS OR TARGET AUDIENCE:

Please state who will be participating: _____

MAIN CONTACT:

(If different from the person making the request)

Provide as much information as possible including e-mail, phone numbers: _____

THINGS TO CONSIDER

It is important to have a discussion with the person from the SAGE about the following:

Format preference:

Is this event something that people are going to be getting together and doing in-person? Will technology be used (Skype, Google Hangouts, LiveStreaming, etc.)? Another format?

Fee collection, registration and membership:

If the SAGE is being asked to offer a satellite session on MTS PD Day? How will fees be collected? Who is eligible to take part? How will you gather their information?

Technological requirements and permissions:

There are times when a group of teachers would like to participate in a portion of a SAGE session (i.e. the keynote of a SAGE conference day or as a part of a workshop). Discuss the technological requirements. Ensure that the MTS privacy policy is being followed with respect to having photography, video and live streaming of all participants and speakers -- these permissions have to be acquired upon registration for each session!

Important Dates

SAGE Council

5:30 – 8:00 p.m. McMaster House, Auditorium, 191 Harcourt Street, Winnipeg, Manitoba, Canada, R3J 3H2.

Thursday, September 21, 2023

Wednesday, November 16, 2023

Thursday, January 25, 2024

Thursday, March 14, 2024

**Invitations to register will be sent to the President of each SAGE and the SAGE Council Rep.

SAGE Forum, Tuesday November 21, 2023

Training for SAGE Presidents, MTS PD Day Conference Chairs, Membership Chairs and Treasurers.

9:00 – 3:30 p.m. McMaster House, Auditorium, 191 Harcourt Street, Winnipeg, Manitoba, Canada, R3J 3H2.

MTS Professional Development Day

These dates are based on current policy stating that the MTS Professional Development Day be held the third Friday of October except in years the Friday falls in the same week as Thanksgiving.

2023	October 20
2024	October 25
2025	October 17



The Manitoba Teachers' Society Contacts for Special Area Groups of Educators

The Manitoba Teachers' Society
 191 Harcourt Street
 Winnipeg, MB R3J 3H2
 ☎ (204) 888-7961
 Toll free: 1-800-262-8803 (Manitoba only)

Finance Department	Kim Kummen, CFO Direct Line 204-560-4549	kkummen@mbteach.org
<ul style="list-style-type: none"> • SAGE Allocation • Financial Statements (questions) • Financial Statements (submission) 		
Communication & Contact Services	Jennifer Nasse 204-888-7965	mts-im@mbteach.org jnasse@mbteach.org
<ul style="list-style-type: none"> • Membership Lists • Mailings / email blasts • Members' Area - Profile Update 		www.mbteach.org/myprofile
Publications (journals, newsletters, eblasts)	Anne Bennett 204-831-3058 Matea Tuhtar 204-888-7021	abennett@mbteach.org coms@mbteach.org
SAGE Coordinated Conference on website	Matea Tuhtar 204-888-7021	coms@mbteach.org
MTS Policy	Lia Gervino 204-831-3062	lgervino@mbteach.org
MTS PD Day	Lia Gervino 204-831-3062	lgervino@mbteach.org
SAGE Council	Lia Gervino 204-831-3062	lgervino@mbteach.org
SAGE Forum	Lia Gervino 204-831-3062	lgervino@mbteach.org
SAGE support		
<ul style="list-style-type: none"> • MTS PD Day • SAGE Council/Forum, Executive updates 	Ashley Fifer 204-831-3081 Ashley Fifer 204-831-3081	pdevents@mbteach.org pdevents@mbteach.org
Media Advisory	Ray Job 204-831-3057	rjob@mbteach.org
Privacy Officer	Michelle McHale 204-831-3060	mmchale@mbteach.org
Any calls not in above categories	Lia Gervino 204-831-3062	lgervino@mbteach.org

SAGE Provincial Executive Liaisons – 2023-2024

Special Area Groups of Educators (SAGE) – 2023-2024

Applied Commerce Educators of Manitoba (ACEM)
 Canadian Association for Young Children (CAYC-MB)
 Council for Indigenous Education of Manitoba (CIEM)
 Gaming Association of Manitoba Educators (GAME)
 Hutterite Educators of Manitoba (HEM)
 Manitoba Association for Art Education (MAAE)
 Manitoba Association of Dance Educators (MADE)
 Manitoba Association of Multi-Age Educators (MAME)
 Manitoba Association of Mathematics Teachers (MAMT)
 Manitoba Association of Computing Educators (ManACE)
 Manitoba Association of Resource Teachers (MART)
 Manitoba Association of School Social Workers (MASSW)
 Manitoba Association of Secondary Teachers of at Risk Students (MASTARS)
 Manitoba Association of Teachers of English (MATE)
 Manitoba Association of Teachers of French (MATF)
 Manitoba Association of Teachers of Spanish (MATS)
 Manitoba Drama Educators Association (MDEA)
 Manitoba Educators for Inclusion (MEI)
 Manitoba Early Literacy Intervention Teachers (MELIT)
 Manitoba Elementary Teachers' Association (META)
 Manitoba Home Economics Teachers' Association (MHETA)
 Manitoba Music Educators' Association (MMEA)
 Manitoba Middle Years Association (MMYA)
 Manitoba School Counsellors' Association (MSCA)
 Manitoba School Library Association (MSLA)
 Manitoba Social Science Teachers' Association (MSSTA)
 Manitoba Teachers For Students with Learning Disabilities (MTSLD)
 Physical and Health Educators of Manitoba (PHE-MB)
 Reading Council of Greater Winnipeg (RCGW)
 Science Teachers' Association of Manitoba (STAM)
 Teachers of English as an Additional Language (TEAL)
 Technology Educators' Association of Manitoba (TEAM)
 Vocational Teachers' Association of Manitoba (VTAM)

PX Liaison

Jay Ewert
 Cathy Pellizzaro
 Sonja Blank
 Sean Giesbrecht
 Jay Ewert
 Shawna Dobbelaere
 Lindsay Brown
 Serena Klos
 Cathy Pleskach
 Shawna Dobbelaere
 Lindsay Brown
 Lindsay Brown
 Kristen Fallis
 Chris Darazsi
 Joel Swaan
 Cathy Pellizzaro
 Sonja Blank
 Shawna Dobbelaere
 Cathy Pleskach
 Serena Klos
 Sonja Blank
 Kristen Fallis
 Chris Darazsi
 Kristen Fallis
 Sean Giesbrecht
 Jay Ewert
 Joel Swaan
 Serena Klos
 Sean Giesbrecht
 Cathy Pleskach
 Cathy Pellizzaro
 Joel Swaan
 Chris Darazsi

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 sdobbelaere@mbteach.org
 lbrown@mbteach.org
 sklos@mbteach.org
 cpleskach@mbteach.org
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 lbrown@mbteach.org
 lbrown@mbteach.org
 kfallis@mbteach.org
 cdarazsi@mbteach.org
 jswaan@mbteach.org
 cpellizzaro@mbteach.org
 sblank@mbteach.org
 sdobbelaere@mbteach.org
 cpleskach@mbteach.org
 sklos@mbteach.org
 sblank@mbteach.org
 kfallis@mbteach.org
 cdarazsi@mbteach.org
 kfallis@mbteach.org
 sgiesbrecht@mbteach.org
 jewert@mbteach.org
 jswaan@mbteach.org
 sklos@mbteach.org
 sgiesbrecht@mbteach.org
 cpleskach@mbteach.org
 cpellizzaro@mbteach.org
 jswaan@mbteach.org
 cdarazsi@mbteach.org

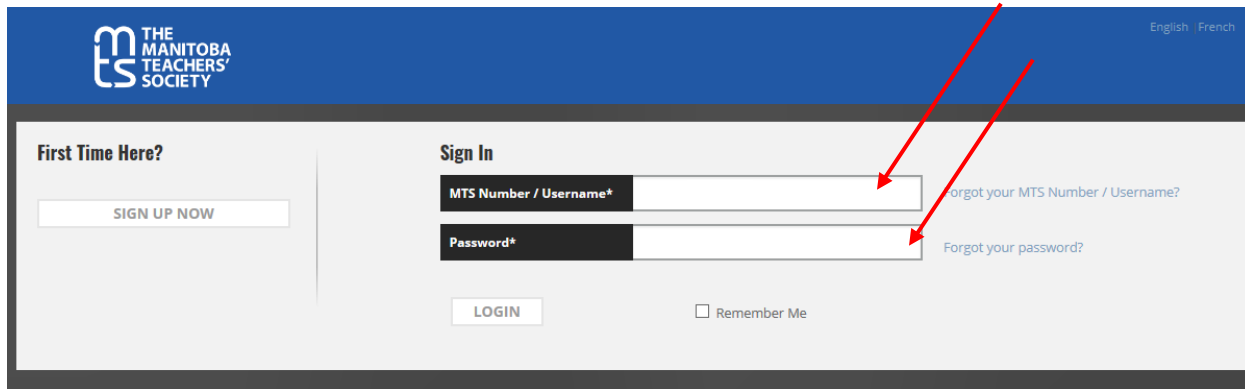
Accessing Portal for SAGE Presidents and SAGE Council Reps

To view information shared by The Manitoba Teachers' Society's Special Area Groups of Educators (SAGE)

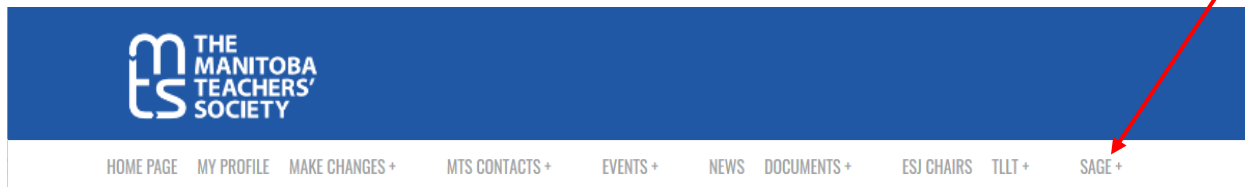
1. The Manitoba Teachers' Society Website – www.mbteach.org
2. Click on the "MY PROFILE/MEMBERS AREA"



3. Enter Your MTS Member number and password



4. Click on the "SAGE+" link



Any documents posted for access by the President and/or SAGE Council Rep of each SAGE group will appear here.

5. Under SAGE+ - select the appropriate item and click on it.

Please note:

- Minutes will only be available once they are finalized.
- Documents for specific meetings will only be available to registrants of that meeting and can be found under the dropdown "SAGE Council Meetings+"

To submit materials, contact Lia Gervino by email – lgervino@mbteach.org

Professional Learning Services

On-Demand Professional Learning (at your school or virtual)

Field-Led Courses

Events

Collaborative Learning Teams Grants

French Language Services

MTS Leadership Learning Series



PROFESSIONAL LEARNING SERVICES

**REQUEST PROFESSIONAL
LEARNING AT YOUR
SCHOOL OR VIRTUALLY**

Professional and French Language Services (PFLS) is pleased to share the professional learning experiences for the 2023-2024 school year. More than a one-off workshop: the PFLS Team will work with you to deliver professional development and facilitate collaborative learning with teacher teams.





