



The  
Manitoba  
Teachers'  
Society

THE MANITOBA TEACHERS' SOCIETY

# Structure & Services 2016-2017



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**MTS HANDBOOK - BYLAW I: PART III  
CODE OF PROFESSIONAL PRACTICE**



## PART I: STRUCTURE

### 1.1 The Society's Structure

The Society is a union, whose structure is comprised of a parent organization and Locals. Locals have 'traditionally' been established on the basis of school division/district boundaries. The Society's Constitution and Bylaws establish the responsibilities and authority of the parent organization and the Locals as well as the rights and responsibilities of Members. Unlike many unions whose primary focus is on collective bargaining, collective agreement administration and the delivery of related services, the Society is also a professional organization that has responsibility for professional issues such as teacher education and certification, professional development and advocacy on behalf of the teaching profession.

### 1.2 Primary Entities within the Society's Organizational Structure

The Membership comprises the highest decision-making body within the Society. The function of the Membership is to formulate major policies for the administration of the Society. This is done through participation in the Locals and Provincial Council. Members have certain rights, responsibilities and

access to benefits as set out in the Bylaws.

The Provincial Council is comprised of representatives elected or appointed annually by each Local, and EFM. COSL and SAGE are also entitled to send representatives to Provincial Council as observers. Provincial Council meets annually with the Provincial Executive to discuss resolutions formulated by the Members, Locals and the Provincial Executive. This meeting is known to most Members as "**AGM**". The Provincial Executive is elected by Provincial Council at AGM.

The Provincial Executive is comprised of the President, Vice-President, eleven (11) Members at Large and a past president where applicable. The Provincial Executive's main roles are to ensure the policies established by Provincial Council are implemented and to generally oversee the Society's operations between meetings of Provincial Council. The Officers of the Society are the President, the Vice-President and the General Secretary, who is a non-elected officer responsible for the day-to-day administration of the Society.

Locals are established by the Provincial Executive in each school division or district and in some First

Nation schools through the issuance of a Charter.

To facilitate greater communication, the province is divided into six (6) regions; North, Parkland, Western, Interlake, South Central and Metro Winnipeg. Provincial Executive members are assigned to these regions as liaison persons.

### **1.3 A Charter and its Purpose**

A Charter is the document the Society grants to a Local to authorize it to carry on the work of the Society such as electing officers and developing a Constitution for approval by the Provincial Executive. The Charter can be suspended or revoked by the Provincial Executive if a Local fails to abide by the Constitution, Bylaws and policies of the Society or engages in actions that are detrimental to the Collective Interest of teachers, the Society, its Locals or Members, including failing to carry out its fiduciary obligations to Members. The Charter also establishes that if a Local is suspended or dissolved, all of its assets revert to the Society. A unanimous vote of the Provincial Executive is required to suspend or revoke a Local Charter. The Provincial Executive must also approve all Local constitution and any amendments. Such action can be appealed to the next Provincial Council meeting.

### **1.4 Local's Authority**

The Local has the authority granted to it by the Provincial Executive in accordance with the Society's Constitution, Bylaws and the Charter. The Society fosters Local autonomy in the day-to-day representation of Members under the general supervision of the Provincial Executive and its Officers, primarily through the position of the General Secretary. The Locals also currently hold the bargaining certificates on behalf of the Society.

### **1.5 Role of Presidents' Council**

Presidents' Council is an advisory body to the Provincial Executive. It generally meets with Provincial Executive three (3) times a year in addition to the various regional Presidents meetings that are held. Its role is to advise the Provincial Executive, assist the Provincial Executive in determining interim policy and assist the Provincial Executive in carrying out strategies consistent with the mission and goals of the Society. Local presidents forward agenda items to the Society's President at least thirty (30) days in advance of a meeting.

## 1.6 Standing Committees

Each Standing Committee is chaired by a member of the Provincial Executive. The Standing Committees make recommendations to the Provincial Executive. Their role is to formulate strategic action and facilitate effective delivery of services to members.

Standing Committees address the following issues:

- monitor and assess trends and developments within their areas of responsibility and coordinate with other Standing Committees to avoid duplication of efforts;
- recommend any required policy changes to the Provincial Executive;
- if required to carry out its mandate, establish sub-committees from within its members;
- provide input into planning and delivery of workshops, seminars and other training opportunities for Members; and
- report to Provincial Council through the Provincial Executive on its activities between Provincial Council Meetings.

The maximum time a member may serve on a Standing Committee is five (5) consecutive years. Under exceptional circumstances, an additional year may be granted upon approval of Provincial Executive.

The Standing Committees and the issues they address are as follows:

### (a) Aboriginal Voice and Action

Monitor and assess trends and developments in the area of Aboriginal education including preservation of Aboriginal languages, culture, history, perspectives and customary laws, and, recommend changes to the Provincial Executive related to these issues.

### (b) Collective Bargaining

Collective bargaining and working conditions.

### (c) Curriculum and Teaching

Curriculum, teaching, student assessment, evaluation and reporting.

### (d) Education Finance

Education funding and public school finance.

### (e) Equity and Social Justice

Safe, respectful and inclusive teaching environments, discrimination, and equality.

**(f) Group Benefits**

Pension, including reviewing Society policy and the dissemination of retirement information; group benefits, including responsibility for administering Society policyholder benefits plans, except for the Disability Benefits Plan.

**(g) Professional Development**

Professional development and Special Area Groups of Educators.

**(h) Teacher Education and Certification**

Teacher certification and education, and evaluation of teachers.

**(i) Workplace Safety and Health**

Member safety and health, WSH education, committees, and emergent issues.

**1.7 Other committees or Task Forces**

In special circumstances, the Provincial Executive may establish other committees or task forces in accordance with the Bylaws.

**1.8 Council of School Leaders (COSL)**

The Council for School Leaders (COSL) is an organization within the Society that provides leadership and support to principals and vice-principals in their areas of responsibility in the practice of educational leadership.

**1.9 Éducatrices et éducateurs francophones du Manitoba (EFM)**

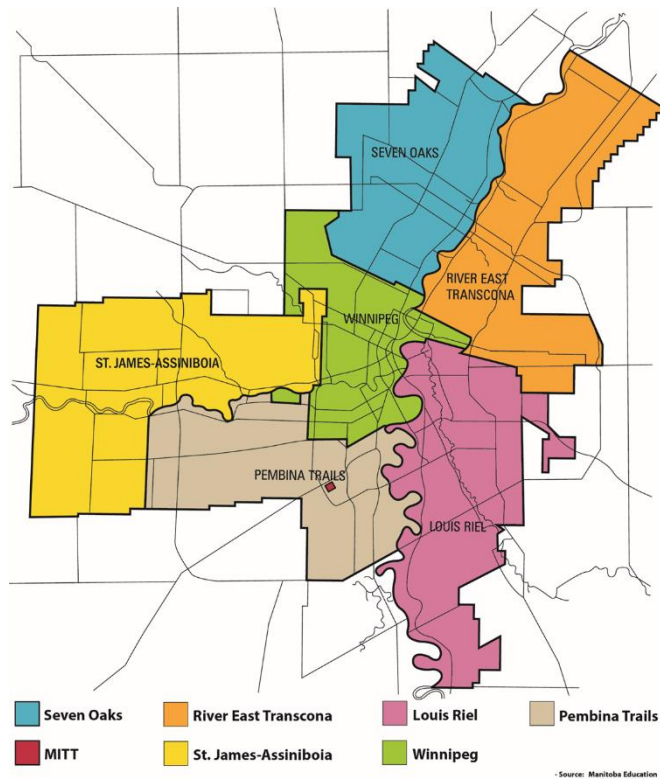
The Éducatrices et éducateurs francophones du Manitoba (EFM) provides services to teachers who work in the French language or teach in French Immersion programs. Their primary role is to conduct professional development activities to assist teachers working in both programs. EFM acts as a liaison between the Society, the Bureau de l'éducation française, the Franco-Manitobain community and other organizations interested in French education.

**1.10 Special Area Group of Educators (SAGE)**

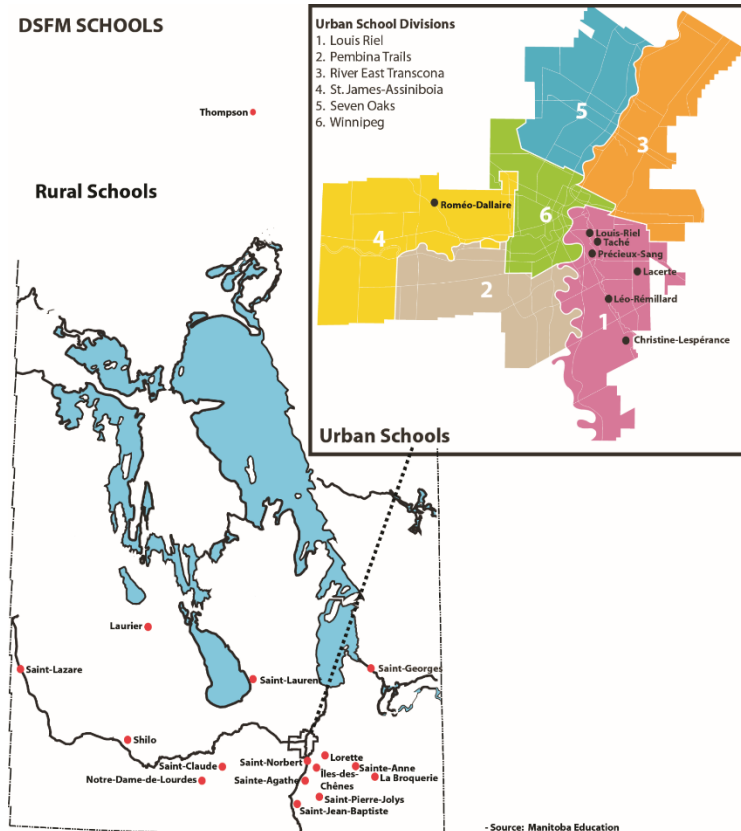
Each Special Area Group of Educators is an organization within the Society that serves the professional development needs of Members. The different SAGE groups can levy their own fees and membership is optional. Each SAGE has a representative on the SAGE Council which can submit resolutions affecting SAGE to Provincial Council. The Society provides financial and organizational support to the groups and produces most SAGE publications.

## 1.11 Regional Maps – Locals

### (a) Metro

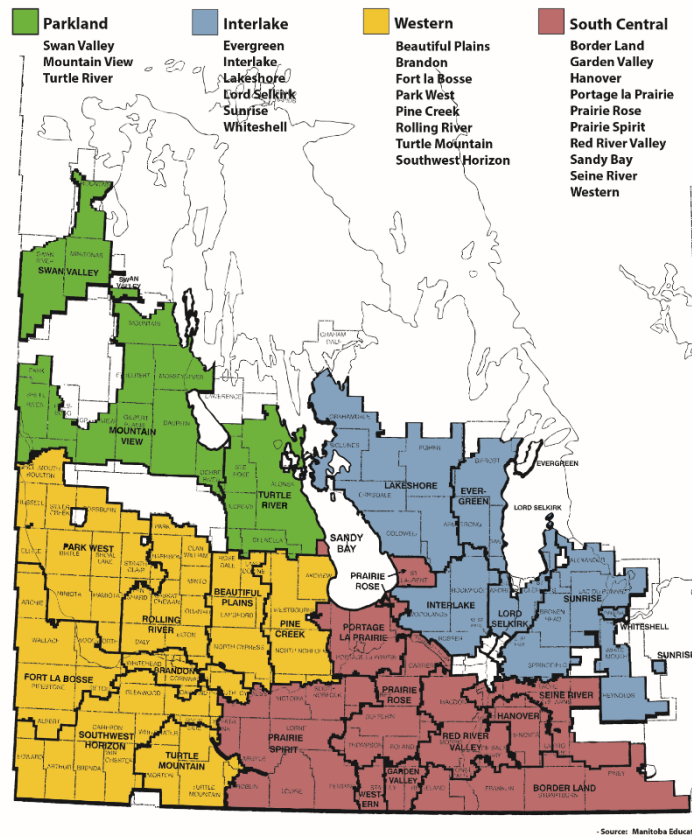


### (b) AEFM Metro and Rural

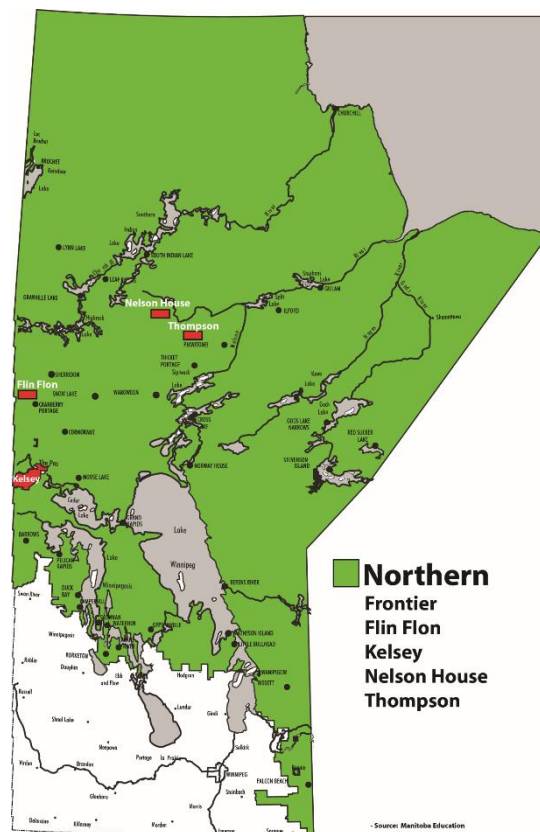


## STRUCTURE AND SERVICES

### (c) Rural



### (d) Northern



## PART II: MEMBERSHIP AND FEES

### 2.1 Membership

Membership in The Manitoba Teachers' Society (MTS) is governed by the provisions of *The Teachers' Society Act*, (Manitoba) C.C.S.M. c. T30 and the Society's Bylaws.

#### (a) Active Member in Good Standing

An active member in good standing is defined as anyone who has a teaching certificate or limited teaching permit, teaches in a public school, pays the requisite fees, has not written himself or herself out of the Society and whose membership has not been suspended or revoked by the Society. Any teacher who, although receiving pension, has not retired from employment within a division is included within this definition.

#### (b) Associate Member in Good Standing

An Associate Member in good standing includes those persons who have a teaching certificate or limited teaching permit, who have not written themselves out of the Society, and whose membership has not been suspended or

revoked by the Society, and who:

- i) teaches in First Nations schools where the Society is the bargaining agent (currently limited to schools operated by the Nelson House and Sandy Bay Education Authorities);
- ii) is a retired teacher collecting a pension who is no longer employed as a teacher; and
- iii) is a teacher employed in a private school or another educational institution where the Society or one of its Locals is the bargaining agent.

The Society also has special membership categories for Students, Life and Honorary Members.

### 2.2 Rights of Members

Members have the rights and responsibilities set out in more detail in the Society's Bylaws and Policies. Generally speaking, active members in good standing as well as associate members in good standing in designated First Nation or other schools have full rights to participate in the Society and access its services. The rights of other categories of members are

more restricted in-keeping with their membership status.

Members who are on leave of absence from their employment retain the same membership status and are entitled to the same services they had prior to going on leave as long as they continue to pay any required membership fee. Members working the equivalent of forty (40) days in a school year are entitled to access all Society services if they pay any required membership fees.

### 2.3 Membership Fees

Every teacher employed by a public school board pays an annual membership fee to the Society, except associate members in receipt of pension pursuant to *The Manitoba Teachers' Pensions Act*, C.C.S.M. c. T20. The membership fee is determined annually by the Provincial Council. Fee amounts will vary based on circumstances such as:

- Part time employment,
- Substitute service,
- Sabbatical and other types of leaves,
- Employment for a portion of the year.

If you have questions about your MTS fees, please contact the Finance and Administrative

Services Department of The Manitoba Teachers' Society at (204)888-7961 or 1-800-262-8803.

### 2.4 Membership Year

The membership year for active members is from July 1<sup>st</sup> to June 30<sup>th</sup> next following and is renewed automatically.

Since associate members must re-apply for membership each year and since this application is difficult to complete before the start of the new school year, the membership year for associate members has been extended to September 30<sup>th</sup>. However, on re-application, associate members (where applicable) are liable for fees for the period July 1<sup>st</sup> to September 30<sup>th</sup>.

### 2.5 Consequences of Suspension or Termination of Membership

Members who have been fined or suspended by the Society's Review Committee must comply with the terms of the suspension and pay any fine imposed or they shall no longer be eligible for membership. Members who have been expelled may apply to the Review Committee to have their membership reinstated.

**PART III: SUMMARY OF SERVICES****3.1 Liaison with Government, the Public and Other Organizations**

- (a) Official representation of members' views with the news media, the Manitoba Government, the Government of Canada, and provincial and federal agencies. The President is the spokesperson for the Society and no other teacher or group of teachers has the right to represent the Society without the express permission of the Society.
- (b) Liaison with Manitoba Education and Advanced Learning, the universities, and provincial organizations of trustees (MSBA), superintendents (MASS) school business officials (MASBO), and parent advisory groups. The Society liaises either directly or through Society-appointed members on inter-organizational committees.
- (c) The Society is a member of the Canadian Teachers' Federation (CTF) which, in turn, is a member of the Education International (EI), the largest international teacher organization. CTF represents the views of all Canadian teachers with the Government of Canada, federal organizations and international organizations, and is a major participant in international assistance to teachers in third

world countries.

**3.2 Services to Members****(a) Collective Bargaining and Employee Benefits**

- Research, advice and assistance on all aspects of collective bargaining, pension plans, insurance plans, employment insurance, maternity and other leaves, part-time and substitute teachers.
- Communication with Collective Bargaining chairpersons through training seminars and provincial or regional meetings as required.
- Publication of pamphlets on the status of negotiations and other bulletins or surveys as required for collective bargaining chairpersons and Local Presidents.
- Assistance of MTS staff at the bargaining table, and in all conciliation and arbitration proceedings.
- Enforcement of the collective agreement through grievances and other legal actions.
- Representations to the Manitoba Government on the maintenance and improvement

of the provincial pension plan (TRAF) and advocacy of teachers in respect to pension problems with TRAF or private plans.

- Provision of master plans for group life insurance, disability insurance, dental and health insurance plans.
- Advice, assistance and representation on workplace safety and health.
- Advice, publications, workshops and training of resource persons on a variety of employment issues.

**(b) Professional Issues**

- Advice and support to individuals and Locals on aspects of professional development.
- Advice on organizing in-services and contacting resource persons on special topics.

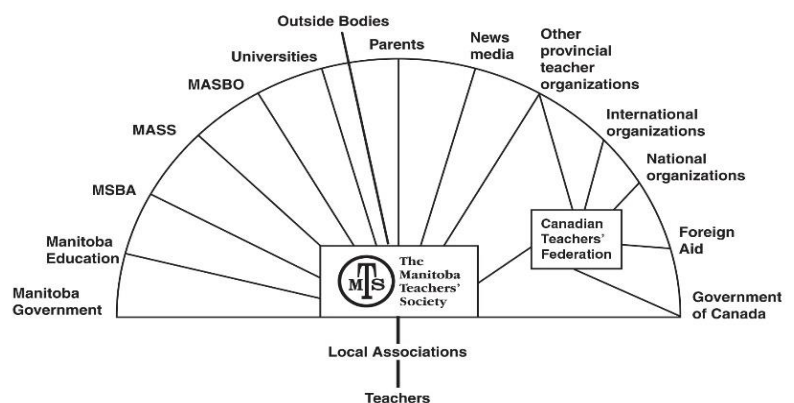
- Communication with Professional Development chairpersons, through a training seminar and provincial or regional seminars during the school year as required.
- Publications on professional development topics.

**(c) Curriculum and Teaching**

- MTS representation on Manitoba Education curriculum committees.
- Advice, publications and workshops on student assessment and special needs.

**(d) Teacher Education and Certification**

- Liaison with the universities on teacher education programs.
- Advice, publications and workshops on the evaluation of teachers.



- Liaison with Manitoba Education.

**(e) Teacher-Led Learning Team (TLLT)**

- Designs and delivers workshops to Society members across the province related to social justice, collaborative cultures, student support services, and classroom practices.
- TLLT facilitators are MTS members who are trained volunteer facilitators.
- TLLT workshops are available to all public schools for a booking fee.

**(f) Services to Individuals**

- Assistance to teachers with personal problems related to:
  - health, sick leave, grievances, certification
  - contract and due process
  - evaluation
  - salary
  - employment insurance, pensions and other school insurance plans
  - maternity leave
- Legal advice and representation on collective agreement and other related employment matters.

**(g) Counselling (Educator Assistance Program)**

- Teachers who need help can obtain counselling sessions with our professional counsellors (French/English bilingual service).
- Counselling services are primarily focussed on school-related problems, however may include personal problems of any nature, such as marriage, divorce, drug abuse, stress. All information is strictly confidential.

**(h) Services to Locals**

- Advice and assistance to Locals respecting organization, programs and communication.
- Communication with presidents through training seminars, the meetings of the Presidents' Council and liaison by the Provincial Executive and MTS staff.

**(i) Services in French**

Services in French are provided to teachers and Locals with the assistance of L'Éducatrices et éducateurs francophones du Manitoba, an agency of The Manitoba Teachers' Society, and by bilingual MTS staff.

(j) **Public Relations**

- Advice to Locals on improving public relations and publishing newsletters.
- Publication of the newsmagazine, *The Manitoba Teacher*.
- External public relations with the press and news media.
- Information and support documents on a variety of public relations topics.
- Communication with public relations chairpersons through a training seminar on a provincial or regional basis during the year as required.

(k) **MTS Staff**

MTS has a staff of professional advisors, some of whom can provide services in English and in French. These advisors have ready access to professional, labour and legal information.

**3.3 Benefits to Associate Members - Limitations**

The Society provides services to all members. However, due to the difference in jurisdictions, not all benefits available to public school teachers are applicable to associate members. The benefits, where a

difference exists between the public school system and private schools, are listed below:

(a) ***The Public Schools Act***

*The Manitoba Public Schools Act*, C.C.S.M. c. P250 gives teachers the right to bargain, to due process in case of dismissal and to sick leave.

*The Manitoba Public Schools Act*, supra, does not apply to teachers in private schools or on Reserves. The rights of these teachers are outlined respectively in *The Manitoba Labour Relations Act*, C.C.S.M. c. L10 or the *Canada Labour Code*, R.S.C., 1985, c. L-2 (the "Code"). It should be noted that while the Code makes provisions for appeal in case of unjust dismissal, teachers are better served to include such procedures in their collective agreements or any individual contracts of employment.

(b) **Pensions**

*The Manitoba Teachers' Pension Act*, supra, applies only to public school teachers. It is unlikely that associate members will ever be included in this Act since the Government of Manitoba pays one half of the cost. Therefore, associate members must make separate

pension arrangements with their school boards.

Although associate members cannot belong to the public school teachers' pension plan (TRAF), reciprocal arrangements could be arranged between TRAF and other pension plans. (These agreements are usually rather expensive). Where such arrangements exist, a teacher could transfer his/her pension from one plan to the other when changing employment.

**(c) Group Life Insurance**

These Plans are arranged between MTS and the public school trustees' organization (MSBA). However, before any public school teachers' Locals can join, it must have the agreement of its own school board.

There is nothing preventing a First Nation school from joining the Plan, provided the following conditions are met:

- i) the administrative committee of the Plan agrees; and
- ii) the local school board or First Nation Council agrees.

**(d) Disability Benefits Plan**

This Plan is insured and administered by the Society and is

a condition of membership for all active members. The Plan is not available to associate members.

**(e) Education Finance**

The Manitoba Government's formula for education finance applies only to public schools and, in some degree, to private schools. Funding of education on Reserves comes from the Federal Government and First Nations own source revenues. Therefore, The Manitoba Teachers' Society publications and research for funding of public schools do not apply to private schools or First Nation schools.

**(f) Workplace Safety and Health**

*The Manitoba Workplace Safety and Health Act, C.C.S.M. c. W210* applies only to public schools and private schools. Federal schools and schools on First Nations communities fall under the jurisdiction of Part IV of the Code and any applicable First Nation laws. The provisions of the Code are similar to those of the provincial legislation.

**(g) Short Term Disability Plan**

This is a self-insured plan administered by the Society, available to members through the Local collective bargaining process.

## **PART IV: ECONOMIC PROTECTION FOR TEACHERS**

### **4.1 Pensions**

MTS takes an active role in the administration of Teachers' Retirement Allowance Fund through representation on the TRAF Board.

Members who are contemplating retirement are encouraged to attend a pre-retirement seminar offered jointly by TRAF, MTS and Locals. Contact your Local or MTS for dates and times of pre-retirement seminars. Members are also encouraged to visit the TRAF website ([traf.mb.ca](http://traf.mb.ca)) or contact the TRAF offices at 204-949-0048 or 1-800-782-0714.

### **4.2 Manitoba Public Schools Employees Group Life Insurance**

The Manitoba Public Schools Employees Group Life Insurance Plan offers a life insurance plan administered jointly by public school employees and school trustees. This Plan is available only for participating employer units.

### **4.3 Manitoba Public School Employees Dental and Extended Health Insurance Plans**

The Manitoba Public School Employees Dental and Extended Health Insurance Plans provide dental and extended health insurance, on a tax advantageous basis, for the members of participating Locals and Divisions. The Plans are jointly administered by a trust between The Manitoba

Teachers' Society and the Manitoba School Boards Association. Teachers can get Plan information on the MTS website or can contact their Local or the Society for further information.

### **4.4 MTS Optional Life Insurance Plan**

MTS provides a life insurance plan that MTS members can purchase voluntarily to supplement employment insurance plans. The Plan is administered by Mercer and additional Plan information can be obtained from Mercer (204-947-0055) or by checking the MTS website at [www.mbteach.org](http://www.mbteach.org).

### **4.5 Disability Benefits Plan**

The MTS Disability Benefits Plan (DBP) is dedicated to assisting members through periods of disability in a manner that will attempt to assure, in a consultative approach, maximum rehabilitation both medically and vocationally. It will assist the members, when possible, to return to work while providing the disabled member with financial security at a cost that is reasonable to the premium-paying member. When covered members experience illness or injury on or off the job, the Plan is designed to assist with medical and vocational rehabilitation to ensure the earliest possible return to maximum functionality. Where an absence extends beyond 80 days or meets the qualifying criteria, the Plan provides a reasonable level of income replacement during the period of disability while continuing to assist the claimant with rehabilitation.

Plan participation is mandatory for all eligible employee groups. The premiums paid by covered members provide for the cost of rehabilitation expenses, income replacement, programs, and other benefits. For further information please contact MTS Disability Plan Offices at (204)957-5330 or 1-866-504-9373.

**BYLAW I****PART III – MEMBERSHIP****3.1 Membership in the Society**

Membership in the Society shall be determined according to the Constitution and Bylaws. The Society considers membership in the Society to be a condition of teaching in Manitoba public schools. Members are entitled to the rights, privileges and benefits for their category of membership as set out in this Bylaw unless their membership has been suspended or revoked.

Members' rights include:

- (a) sharing equally in governing the Society in accordance with the Constitution and Bylaws;
- (b) fully participating in the democratic debate of the Society;
- (c) free speech including the right to criticize the policies and governance of the Society;
- (d) participating in the Society free from harassment and bullying; and
- (e) fair and reasonable consideration of individual interests and concerns when collective decisions are made.

Members' obligations include:

- (a) upholding the democratic decisions and rules of the Society, paying fees, complying with the Constitution and

Bylaws, Local Constitutions and Bylaws and collective agreements;

- (b) supporting the collective actions of the Society and its Locals in collective bargaining and efforts to improve the working conditions and protect the jobs of Members; and
- (c) defending the organizational integrity of the Society and its Locals.

**3.2 Membership during Leaves of Absences**

Members who are on leaves of absence from their employment shall retain the same membership status and be entitled to the services they had prior to going on leave as long as they continue to pay any required membership fees.

**3.3 Active Membership**

Active Members in Good Standing shall include every person who holds a legal certificate of qualification, or a limited teaching permit to teach in Manitoba, whose membership has not been suspended or revoked by the Society, and who:

- (a) is employed as a regular teacher or a substitute teacher in a public school;
- (b) has paid any fees, required to be paid pursuant to the Bylaws or Policies; and
- (c) has not voluntarily terminated their membership in the Society.

### 3.4 Associate Membership

Every person who holds a legal certificate of qualification, or a limited teaching permit to teach in Manitoba, whose membership has not been suspended or revoked by the Society, and who:

- (a) is employed by a First Nation or First Nation Education Authority where the Society or its Local is the bargaining agent for the regular teacher or substitute teacher in a school or education authority that has been designated by the Provincial Executive. The currently designated First Nation Schools or Education Authorities are the Nelson House Education Authority Inc. and the Sandy Bay Education Authority Inc.;
- (b) is not employed as a teacher;
- (c) is a teacher or an instructor in a private school, or other educational institution that is not a public school, university or community college where the Society or a Local is the bargaining agent for the teachers or instructors in such private school or educational institution that has been designated by the Provincial Executive; and
- (d) has not voluntarily terminated their membership in the Society, shall be eligible to be accepted as an Associate Member in Good Standing.

### 3.5 Student Membership

Every person who:

- (a) is enrolled in a course of studies that is recognized by Manitoba Education and Advanced Learning as leading to qualification as a teacher;
- (b) applies annually for student membership in the Society; and
- (c) pays any required fees, shall be accepted as a Student Member in Good Standing.

### 3.6 Life Membership

Locals or members of the Provincial Executive may nominate retired teachers for Life Membership who have promoted the mission, goals and objectives of the Society and who have:

- (a) served as President or provided service to the Society, as a Member or an employee, for a minimum of twenty (20) years; and
- (b) have made a significant contribution to the Society or given distinguished service to education generally.

### 3.7 Honorary Membership

Locals or members of the Provincial Executive may nominate persons for Honorary Membership who;

- (a) have promoted the mission, goals and objectives of the Society by making an outstanding contribution to public education in Manitoba or have rendered outstanding service to the Society;
- (b) are not eligible for Life Membership; and

- (c) except in unusual circumstances, have retired.

### 3.8 Life and Honorary Membership Nominations Process

Nominations for Life or Honorary Memberships shall be submitted to the General Secretary by no later than 4:00 p.m. on February 1 in any year in which a Provincial Council Meeting is to be held and the General Secretary shall forward the written nominations to the Life and Honorary Membership Committee for consideration. The written nomination must outline how the nominee has promoted the mission, goals or objectives of the Society and has met the other criteria set out in this Article. The Life and Honorary Membership Committee shall consider the nominations in accordance with the selection procedures outlined in the Provincial Executive Governance Manual at least forty-five (45) days prior to the Provincial Council Meeting and may recommend that Provincial Council confer up to three (3) Life Memberships and up to two (2) Honorary Memberships in addition to nominations of former Presidents.

### 3.9 Rights of Membership by Class

Every regular teacher, substitute teacher, and Plan teacher recipient, who is an Active Member in Good Standing or an Associate Member in Good Standing, shall be entitled to:

- (a) staff officer or legal services normally provided to Members in

accordance with any obligation of the Society or its Locals to represent Members in relation to the administration of any relevant collective agreement, termination of employment or DBP;

- (b) membership in any Special Area Group of Educators;
- (c) a copy of Society publications as determined by the Provincial Executive;
- (d) coverage by the Society's liability insurance while carrying out, or participating in, any Society related activities; and
- (e) if they teach the equivalent of at least forty (40) days in the school year, or if they continue to receive remuneration or salary or benefit payments from their employer during all or a portion of an authorized leave of absence, and continue to pay their membership fees, they shall also be entitled to the following while they continue to pay their membership fees:
  - i) participate in Society or Local political processes, by nominating other Active or Associate Members in Good Standing to run for, or themselves run for Provincial Executive, Local executives, and vote in Society and Local elections;
  - ii) be elected or appointed as a delegate to Provincial Council; and
  - iii) access EAP.

### 3.10 Other Members and Non-Teaching Retired Teachers

Associate Members in Good Standing who do not qualify for the services in Article 3.9, Life, Honorary and Student Members shall be entitled to:

- (a) membership in any SAGE; and
- (b) a copy of Society publications as determined by the Provincial Executive, but Active or Associate Members in Good Standing who are on a leave of absence shall be entitled to receive copies of The Manitoba Teacher upon request, but those Members shall not be entitled to participate in Society or Local elections, hold office on the Provincial Executive or a Local Executive, be delegates to Provincial Council or be appointed to a Society or Local standing committee, task force or other committee. The spacing for this section seems to be a little off. I know it is only a format issue, but I wanted to flag it.

### 3.11 Honorary and Life Members

Honorary and Life Members shall receive publications and other information as determined by the Provincial Executive.

### 3.12 Insurance

Members shall be subject to all terms and conditions of any plan document or policy of insurance governing any scheme or program of insurance operated by the Society or its Locals including any scheme

or program of insurance the Society or its Locals obtains by entering into a contract with an insurer to limit all or part of their liability under any scheme or program of insurance.

### 3.13 Withdrawal of Membership

Any Member may withdraw from membership in the Society by sending a registered letter to the General Secretary by July 1 and the person shall not be entitled to the rights and privileges of Members during the Society's membership Year following which membership in the Society shall be automatically reinstated unless the person again requests exclusion from membership. A person who has withdrawn from membership shall be required to remit membership fees to the Society in accordance with relevant labour legislation.

### 3.14 Suspension or Termination of Membership

Membership in the Society may be suspended or terminated if a Member, Substitute Teacher or Plan Teacher Recipient:

- (a) makes false statements or withholds information when applying for membership;
- (b) contravenes the Constitution, Bylaws, Local Constitutions or breaches the Code;

- (c) refuses to pay all fees and other valid financial assessments to the Society or its Locals;
- (d) misuses or misappropriates money or other property of the Society or a Local;
- (e) provides a complete or partial membership list to persons other than those who have official business on behalf of the Society; or
- (f) fails to comply with the Code in accordance with Bylaw IV.
- (g) fails to exhaust internal remedial procedures before taking any action external to the Society; or
- (h) advocates or solicits membership in another union or organization or attempts to secede from or transfer affiliation of any bargaining unit from the Society to another organization or encourages others to do so.

### **3.15 Consequences of Suspension or Termination of Membership**

Members who have been fined or suspended by the Review Committee shall no longer be eligible for membership if that person has not complied with the fine or suspension. Members who have been expelled from membership in the Society shall no longer be eligible for membership unless that person applies for reinstatement and the Review Committee approves reinstatement.

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## CODE OF PROFESSIONAL PRACTICE

Members are bound by the following principles and each Member's professional behaviour must reflect the spirit as well as the letter of these principles:

1. A Member's first professional responsibility is to the Member's students;
2. A Member acts with integrity and diligence in carrying out professional responsibilities;
3. A Member avoids involvement in a conflict of interest, recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological or other advantage;
4. A Member's conduct is characterised by consideration and good faith. The Member speaks and acts with respect and dignity, and deals judiciously with others, always mindful of their rights;
5. A Member respects the confidential nature of information concerning students and may give the information only to authorized personnel or agencies directly concerned with the individual student's welfare;
6. A Member first directs any criticism of the professional activity and related work of a colleague to that colleague in private. Only after informing the colleague of the intent to do so, the complainant may direct in confidence the criticism to appropriate officials through the proper channels of communication. A Member shall not be considered in contravention of this Article in the following circumstances:
  - a) consulting with the Society or the Member's Local president;
  - b) taking any action that is allowed or mandated by legislation;
  - c) where the Member is acting in good faith and without malice in the discharge of the legitimate duties of the Member's appointed or elected position;
7. A Member does not bypass immediate authority to reach higher authority without first exhausting the proper channels of communication;
8. A Member makes an ongoing effort to improve professionally;
9. A Member adheres to collective agreements negotiated by the Society and its Local; and
10. A Member or group of Members makes only authorized representations to Outside Bodies on behalf of the Society or its Locals. Without the express permission of the Society, no Members conferring with Outside Bodies may explicitly or implicitly claim that they represent the Society or its Locals.

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(The Society approved new Bylaws at its 2014 AGM. Bylaw IV includes the Code of Professional Practice that applies to all teachers who are members of the Society. Bylaw IV also outlines what constitutes *professional misconduct* and how the Code is enforced. The Society's Constitution and Bylaws outline the remedies or sanctions that can be imposed against any teacher who violates the Code of Professional Practice.)





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