



COUNCIL OF SCHOOL LEADERS
of The Manitoba Teachers' Society

CONSTITUTION
BYLAWS
POLICIES

COUNCIL OF SCHOOL LEADERS

HANDBOOK 2023–2024

Table of Contents

CONSTITUTION	4
SECTION 1 – NAME	4
SECTION 2 – PHILOSOPHY AND OBJECTIVES	4
SECTION 3 – DEFINITIONS AND INTERPRETATION	5
SECTION 4 – MEMBERSHIP	7
SECTION 5 – RELATIONSHIP BETWEEN COUNCIL AND ITS CHAPTERS AND THE SOCIETY	8
SECTION 6 – FEES	8
SECTION 7 – LEADERSHIP TEAM	9
SECTION 8 – BOARD OF DIRECTORS	10
SECTION 9 – ELECTIONS	10
SECTION 10 – MANDATE AREAS	11
SECTION 11 – FINANCES	11
SECTION 12 – CONSTITUTIONAL AND BYLAW AMENDMENTS	11
SECTION 13 – ENACTMENT OF COUNCIL POLICIES	12
SECTION 14 – CERTIFICATION	12
BYLAWS	13
SECTION 1 – DELEGATES AND ALTERNATES TO PROVINCIAL COUNCIL	13
SECTION 2 - ANNUAL GENERAL MEETING AND SPECIAL MEETINGS	13
SECTION 3 - LEADERSHIP TEAM AND CHAIRPERSON	15
SECTION 4 - BOARD OF DIRECTORS	17
SECTION 5 - ELECTIONS	17
SECTION 6 - MANDATE AREAS	20
SECTION 7 - FINANCES	20

SECTION 8 - CANADIAN ASSOCIATION OF PRINCIPALS	20
SECTION 9 - COUNCIL REPRESENTATION	20
SECTION 10 - RESPONSIBILITIES OF LOCAL REGIONS/CHAPTERS	21
SECTION 11 - BYLAWS	21
SECTION 12 - POLICY.....	21
SECTION 13 - CERTIFICATION.....	22
Appendix A -Composition of Council Regions	23
POLICY MANUAL	26
A. POLICY MANUAL	26
B. NOMINATION AND ELECTION OF CHAIRPERSON	26
C. LEADERSHIP TEAM	26
D. REPRESENTATION	26
E. MANDATES	26
E.1 Educational Leadership	26
E.2 Principal Supports.....	27
E.3 Governance.....	27
E.4 Financial Management.....	28
E.5 Communications.....	29
F. ADMINISTRATIVE AND MISCELLANEOUS POLICIES	29
G. COSL REPRESENTATION ON COMMITTEES	29
H. RESPONSIBILITIES OF LOCAL COSL REGIONS/CHAPTERS	29
I. TERMS OF NOTICE AMENDMENT OF COSL POLICY.....	29

E.5 Communications

The Communication Mandate Area Group is responsible for:

- a) Under the auspices of the Leadership Team, promoting COSL throughout Manitoba.
- b) Preparing informational and promotional materials for use within and external to the COSL membership.
- c) Promoting regular communication regarding activities of the Directors to members of COSL.
- d) Maintaining a website and a social media presence for COSL communication.

F. ADMINISTRATIVE AND MISCELLANEOUS POLICIES

- 1. Approved minutes of COSL Board of Directors meetings will be distributed to the COSL Directors, COSL Leadership Team, MTS Vice President, and MTS AGS.
- 2. Directors will have meeting minutes available for COSL members in their region.

G. COSL REPRESENTATION ON COMMITTEES

COSL representation on committees is as defined in COSL Bylaws, Section 9 – Council Representation.

Any request for COSL representation on an Outside Body will be referred to the Provincial Executive through the General Secretary of MTS for approval.

H. RESPONSIBILITIES OF LOCAL COSL REGIONS/CHAPTERS

The responsibilities of local Chapters are as defined in Bylaws, Section 10 - Responsibilities of Local Regions/Chapters

- 1. Local chapters shall present resolutions for MTS Provincial Council directly to the COSL Leadership Team by December 31st prior to the Annual General Meeting of M.T.S.
- 2. The COSL Leadership Team shall review the resolution, recommend amendments, and then forward to the Directors at the next Directors’ meeting for approval.
- 3. A local chapter shall organize for the mutual benefit of its members and to further the aims and objective of COSL as printed in the local chapter constitution.

I. TERMS OF NOTICE AMENDMENT OF COSL POLICY

- 1. Notice of Policy Amendment by the Leadership Team shall be submitted in writing to the Directors (via the meeting package) one week prior to the date of the subsequent Directors’ Meeting or AGM.

Policy revised April 23, 2022