

A background image showing two women in a classroom setting. One woman is pointing at a document held by the other. The image is overlaid with a blue tint.

# The Professional Development Chair

**HANDBOOK 2023-2024**

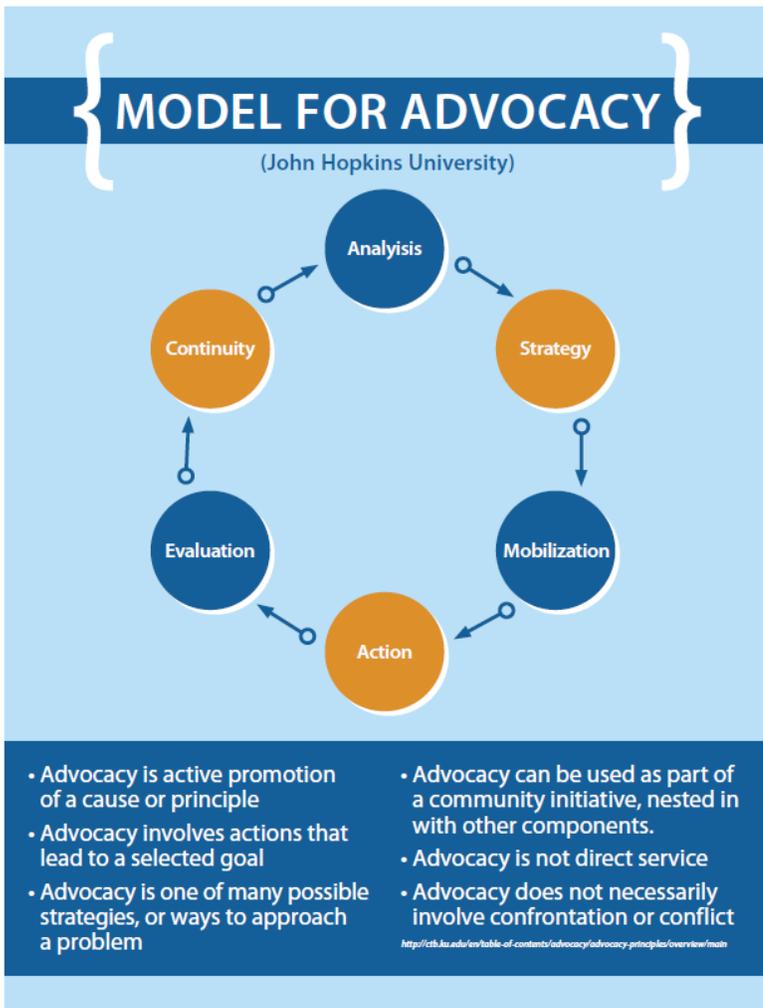
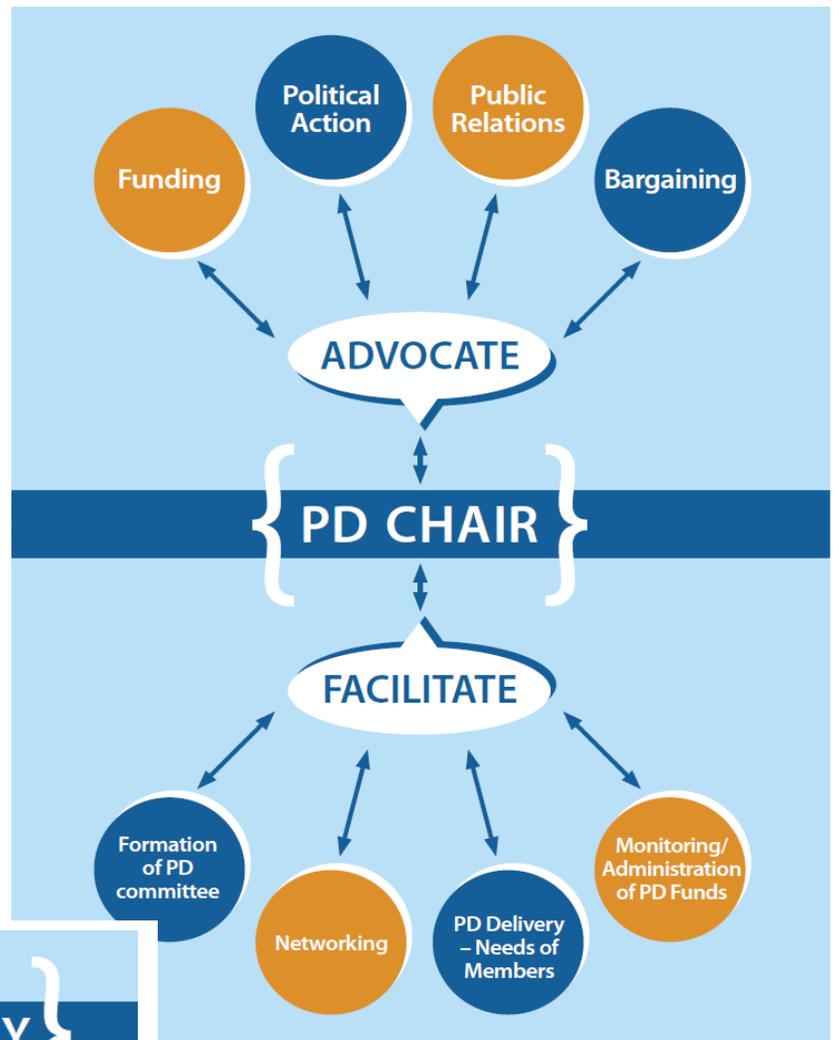
## 50 Ways to Develop as a Professional

Teachers undertake professional learning opportunities throughout their career for a variety of reasons. Most commonly and as part of their own professional growth plan, they are seeking to fulfill and learn from guiding short or long term professional goals. This list highlights formal and informal ways in which a teacher may wish to engage in professional learning opportunities that would enhance their own learning.

Register for Manitoba Teachers' Society's workshops and seminars	Partner with community organizations to develop new programs
Apply for a Manitoba Teachers' Society's grant	Develop and up-date your professional growth plan
Attend workshops provided by recognized educational organizations	Volunteer to participate on a committee with The Manitoba Teachers' Society
Join a Special Area Groups of Educators	Become a peer coach
Listen to professional podcasts related to issues or ideas about education	Enrol in a university course
Teachers-Talking-To-Teachers – Have regular professional conversations with colleagues	Implement a new instructional/assessment strategy
Read professional articles related to issues and ideas about education	Pilot a new program/series
Become part of a Professional Learning Community	Participate as a community organization chair or board member
Visit and observe a teacher to collaborate	Acquire and use new technology
Serve as a cooperating teacher for a teacher candidate from one of the universities	Acquire and use new strategies related to the infusion of technology in your teaching practice
Join a curriculum development committee	Attend a PD event hosted by Special Area Groups of Educators
Join a professional educational organization and get involved in its activities or events	Attend informative lectures hosted by one of the faculties of education
Plan a staff or association workshop	Attend public lectures offered and hosted by the universities
Develop and sustain a professional newsletter or blog	Collaborate to create a learning blog
Serve on your Local Executive	Lead a discussion about educational resources available to teachers
Regularly visit a teacher resource centre	Invite a colleague to observe your teaching in a classroom
Serve on a committee and get involved in writing a grant for a new project	Write and share a book review
Serve on a PD planning committee	Teach a subject or course in a different grade level or context
Write an article for a journal, newsletter or blog	Supervise or become involved in a student organization at your school
Join a study group	Access and join one of the MTS social media sites
Serve as a mentor to a newer teacher in your school or division	Engage in a professional international collaboration
Attend an educational summer institute of your choice	Take an on-line or distance course
Attend a school board meeting	Interview colleagues about professional issues surrounding education
Co-teach with a colleague	Participate in professional focus groups or surveys
Participate in a podcast or webinar	Start a book club on matters related to education

## Table of Contents

50 Ways to Develop as a Professional.....	2
An Educator’s Professional Autonomy.....	6
Legislation Pertinent to Teacher Professional Development and Learning .....	7
Bylaw I – General .....	8
Policy II – Standing Committee Policies and Procedures.....	9
Roles and Responsibilities of the PD Chair .....	10
Bylaw IV – Professional Practice .....	12
Bylaw VI – COSL, EFM and SAGE .....	12
<b>SPECIAL AREA GROUPS OF EDUCATORS .....</b>	<b>12</b>
Benefits of Belonging to Special Area Groups of Educators (SAGE).....	12
Policy I – Policies and Procedures .....	17
Regional Facilitators.....	18
Professional Development Standing Committee .....	18
FRAME: What is it? .....	19
SAGE Constitution – Guidelines and Exemplar.....	21
SAGE Provincial Executive Liaisons – 2023-2024.....	36
Resources.....	37
Accessing Portal for PDSC, PD Regional Facilitators and PD Chairs .....	38
Professional Learning Services .....	38



## Message from the President



*Congratulations, and welcome to the role of Professional Development Chair. The work that you will do this year is essential to the success of our members, wherever they are in their careers. Professional learning experiences help our members grow and develop as professionals throughout their teaching careers.*

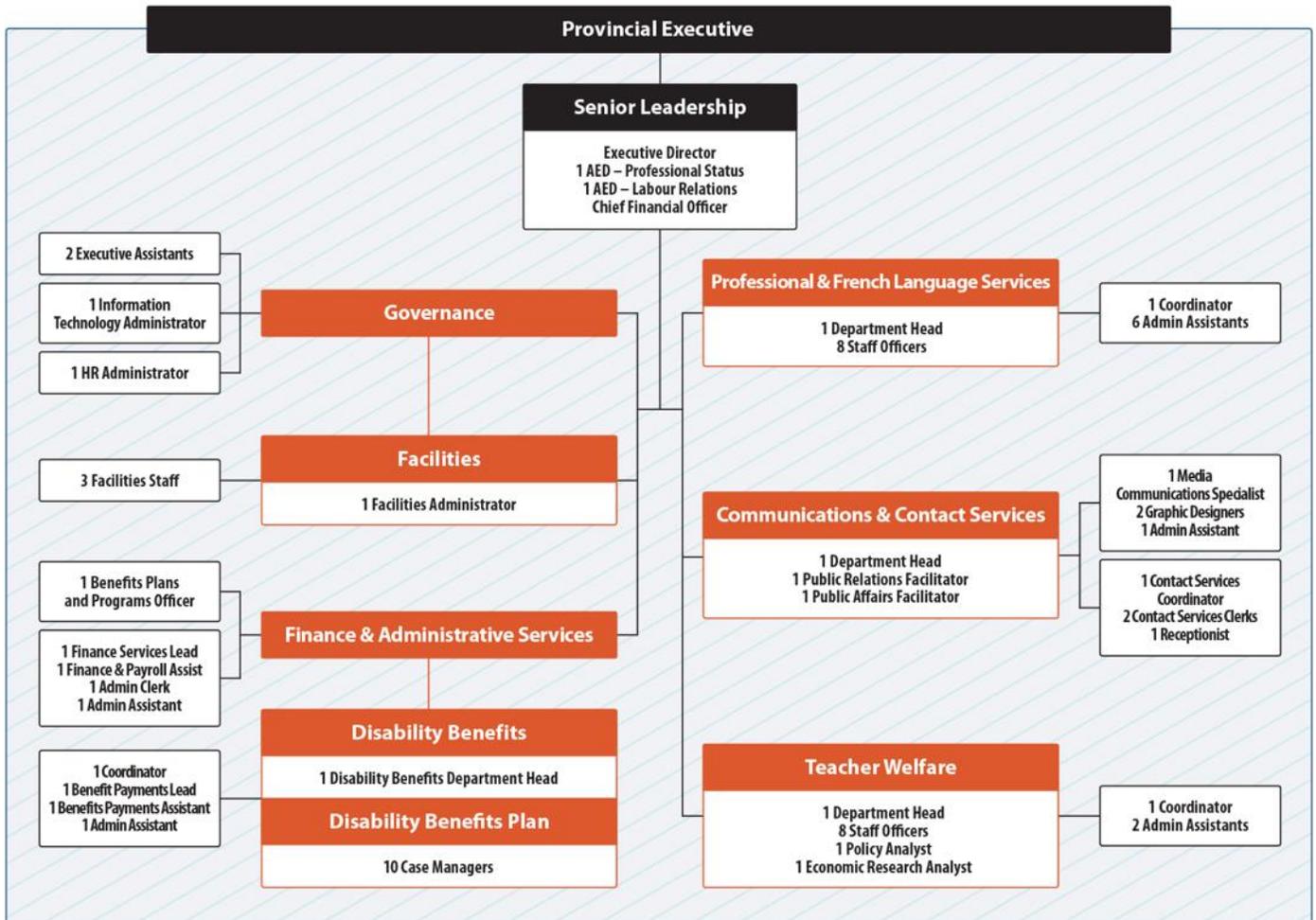
*The Society has a long history of advocating for member autonomy in professional development. That work has never been more important than it is now as we move forward post-Bill 64, The Education Modernization Act. In its Education Action Plan, the Province identifies the importance of professional development for teachers. We must work hard to ensure that the professional development is self-directed and available to all members. Your continuing advocacy work is going to be essential for the future of our profession.*

*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 Montindale*

## PROVINCIAL COUNCIL OF THE MANITOBA TEACHERS' SOCIETY



### An Educator's Professional Autonomy

To exercise professional autonomy is to exercise professional judgment. To be able to reflect and act upon one's judgement is an important source of strength in the public education system and key in meeting the diverse needs of our students.

Professional development is most effective when it is chosen by educators to meet their needs and support educators in making professional decisions.

Good teaching and development of good teaching practices do not happen serendipitously. Purposeful professional development over one's career guides the acquisition of new skills and knowledge in an endeavour to improve as an educator and leader. It is also important to recognize that to exercise one's professional autonomy does not necessarily mean that one is to learn in isolation. In fact, when educators engage in professional learning opportunities with their colleagues, there are opportunities to share, mentor and support each other.

The professional development (PD) of Manitoba educators is regulated by legislation. Collective agreements, school division policies and The Manitoba Teachers' Society's Constitution, Bylaws and Policies also regulate equitable access to PD opportunities and funding for Manitoba teachers.

## Legislation Pertinent to Teacher Professional Development and Learning

### **PUBLIC SCHOOLS ACT**

#### **POWERS OF SCHOOL BOARDS**

Powers to expend moneys

- 48(2) A school board may spend moneys, raised for school purposes  
(d) for the in-service education of teachers or other employees.

#### **SCHOOL DAYS, HOURS AND VACATION REGULATION**

Inservice days, etc.

- 8(1) The number of days set aside in each school year for teacher in-service, parent-teacher conferences, administration and pupil evaluation in Kindergarten through Grade 12 must not exceed 10 days, of which at least 5 must be used for teacher in-service.

M.R. 131/2008; 11/2013

- 8(2) The days set out in subsection (1) must be approved by the superintendent or, if there is no superintendent, by the school board.

#### **EDUCATION ADMINISTRATION**

PART V

#### **RESPONSIBILITIES OF PRINCIPALS REGULATION**

Teacher involvement in planning process

- 31 A principal must involve teachers in any planning process that is undertaken for the school.

M.R.68/97

PART V

#### **RESPONSIBILITIES OF TEACHERS REGULATION**

General responsibilities

- 39 A teacher is responsible for  
(f) on-going professional development

M.R.39/97

## Bylaw I – General

### **PART I – MISSION, GOALS AND OBJECTIVES**

#### **1.1 Mission**

The Society, as a union and professional organization, is dedicated to advancing and safeguarding the welfare of teachers, the status of the teaching profession and the cause of public education in Manitoba.

#### **1.2 Society Objects**

The objects of the Society, as stated in the Constitution, are as follows:

- (a) to advance and safeguard the interests of its members;
- (b) to advocate for a strong, viable and effective education system that is capable of meeting the needs of students and teachers;
- (c) to address social issues affecting the teaching profession;
- (d) to promote and ensure high standards of professional conduct by its members;
- (e) to establish and administer insurance and benefit schemes and programs as provided for in this Act; and
- (f) to cooperate with other organizations in Canada and elsewhere having the same or similar objects.

#### **1.3 Society Goals**

The goals of the Society are to:

- (a) promote the profession of teaching, high ethical standards within the profession, professional competence and the ongoing professional development of teachers;
- (b) engage in collective bargaining and other relevant negotiations to improve the economic benefits, professional rights, pension benefits and working conditions of teachers;
- (c) advocate for a strong, viable, and effective education system capable of accommodating the needs of Manitoba students and teachers;
- (d) provide its Members with an organization that will give them an equal, effective and democratic opportunity to pursue their professional aspirations; and
- (e) address broad societal issues that promote social justice, cooperation and understanding.

#### **1.4 Bargaining Agency**

The Society shall exercise its bargaining agency through the establishment of Locals in accordance with the Constitution and Bylaws.

### **THE ROLE OF THE STANDING COMMITTEE**

#### **6.8 Role of Standing Committees**

The Standing Committees shall:

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

## Policy II – Standing Committee Policies and Procedures

### PART VIII – PROFESSIONAL STANDING COMMITTEE

#### 8.3 Professional Development

The Society believes that:

- (a) professional development encompasses formal and informal activities which Members undertake to direct their own learning and to enhance their professional practice;
- (b) all Members are responsible for their own ongoing professional development which should be equitable, inter-active, self-directed, and related to the Member's career and profession;
- (c) all Members have the right to professional development;
- (d) the responsibility for providing time, funding and resources for professional development requires a joint commitment of the division and the government in consultation with Members;
- (e) professional development must be conducted in a supportive climate of trust, peer support, open communications, collegiality and collaboration; and
- (f) professional development plans must be purposeful and flexible to promote ongoing professional growth.

#### 8.4 Local Responsibility for Professional Development

Each Local shall establish and maintain a professional development committee whose responsibilities include:

- (a) having the committee chair also be a table officer of the Local executive;
- (b) promoting the importance of professional development within the Local;
- (c) ensuring that authorized days are available and used for professional development; and
- (d) being involved in the management of professional development funds received from the province.

#### 8.5 Professional Development Days in the School Year

The Society believes that:

- (a) there should be a minimum of fifteen (15) professional development/ administration days with pay in any school year;
- (b) days authorized by the Minister of Education should be recognized as falling into three distinct categories: professional development, administrative activities and report card preparation;
- (c) a majority of days authorized by the Minister of Education should be made available for professional development;
- (d) there should be a balance in the use of professional development days between the individual Member's choice and the school division or school district's priorities;
- (e) days authorized by the Minister of Education should occur within the school year; and
- (f) the number of days authorized by the Minister of Education for Professional Development, should be permitted to exceed the limits contained in the regulations with no loss of grant, provided that such additional days are approved by the superintendent, the school board and the Local.

## Roles and Responsibilities of the PD Chair

The PD Chair is appointed or elected at each local teacher association. These may be executive positions on the local executive and may or may not have a designated budget line to support the work.

Roles and Responsibilities may include Local Association PD Chairs:

### 1. PROFESSIONAL RESPONSIBILITY & PROFESSIONALISM

- Advocate for support for PD initiatives from the Local executive;
- Determine what your PD committee will look like, find champions from within your Local membership, and recruit them to the PD committee;
- Ensure that all members of the Local understand the importance of professional learning and are aware of their legal responsibilities for on-going professional development;
- Review existing Local or school division policies and guidelines related to PD;
- Network with other PD Chairs in the province;
- Know the factors that influence the effectiveness of professional learning and be able to verbalize why current PD formats may or may not be effective; and
- Understand and communicate to members of the Local, the importance of keeping up-to-date on new instructional practices including, but not limited to curriculum, assessment, appropriate educational programming and differentiated instruction.

### 2. PROFESSIONAL DEVELOPMENT FUNDING

- If you have one, monitor your local executive professional development budget line;
- Monitor your school division's professional development budget line;
- Attend the Fall PD Chairs seminar to receive up-to-date information about your PD FRAME allocations. This information may be updated for the winter and/or summer seminars to help the PD Chair and the committee develop strategies to use in conversation with your school division;
- Obtain a copy of your division's FRAME expenditures in the fall;
- Obtain a copy of your division's FRAME budget report to review the PD allocations prior to the annual public budget consultation meeting held by the school division (usually February or March);
- Attend the annual public budget consultation meeting;
- Monitor the FRAME spending throughout the school year by asking the division to provide you with the monthly or quarterly statements of moneys allocated and spent on PD; and
- Contact The Manitoba Teachers' Society's Policy Analyst regarding any concerns you have about the budget allocation and for appropriate questions to ask at the public budget consultation meeting.

### 3. BARGAINING FOR PROFESSIONAL DEVELOPMENT CLAUSES

- Review your current collective agreement (CA) for any clauses or Letters of Memorandum/ Understanding specific to PD.
- Review your divisional policy for any written policy specific to PD. This can inform development of clauses to meet your local needs;
- Review the CA clauses found in other division's CA's across the province. This information is also provided to you at the summer seminar;
- Work with your PD committee, and/or your local executive and/or MTS Staff Officers to develop appropriate clauses specifically designed to meet the local needs of your association;
- Attend the initial Collective Bargaining Committee meetings to advocate for PD clauses in your association; and
- On an on-going basis, work with the Collective Bargaining Chair and committee to support/ ensure PD clauses remain part of the Collective Bargaining package;
- Check before and after meetings with the school board regarding the status of the PD clauses until a new agreement is ratified.

PD Chairs are asked to represent the teachers of their local association at two (2) two-day seminars annually (Fall and Winter). At each seminar, participants will receive resources and information to support the work of the PD Chair. They are provided opportunities to network and meet Chairs from all regions of the province.

The seminars are organized to help equip PD Chairs in their work to:

- advocate and facilitate discussions about teacher autonomy in professional development for Manitoba Teachers in each Local Association;
- educate membership of their Local Association PD issues through various means including social media, committees or presentations at local council meetings;
- influence and educate membership in collective bargaining;
- gain information about MTS Grants and teacher-initiated projects which have resulted from the support they provide; and
- promote Special Area Groups of Educators (SAGE).



## **THE PROFESSIONAL DEVELOPMENT STANDING COMMITTEE (PDSC)**

### **6.16 Professional Development Committee**

The Professional Development Committee shall address issues related to professional development and to the SAGE.

## **Bylaw IV – Professional Practice**

### **1.3 Philosophy of Teaching as a Profession**

Teaching is a profession governed by the Code in PART II of this Bylaw. The Code governs the relationships of teachers with their colleagues, their students, and the communities in which they work. Teachers are trusted by the public and others in the teaching profession to act ethically, responsibly and to adhere to high standards of professional practice. As a result, Members have an obligation to support and enhance the professional standing and reputation of all teachers and the status of the profession of teaching through academic and professional preparation and by engaging in ongoing professional development.

## **Bylaw VI – COSL, EFM and SAGE**

## **SPECIAL AREA GROUPS OF EDUCATORS**

### **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.

## PART IV – SPECIAL AREA GROUPS OF EDUCATORS

### 4.1. SAGE Affiliation

Any group of at least twenty (20) 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 the 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 be 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 SAGEs 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 – Policies and Procedures**

### **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.

## Regional Facilitators

There are seven Regional Facilitators (RF) identified as part of the PDSC. Each represents one of the following regions:

- Jason Dunham – Kelsey Teachers’ Association - Regional Facilitator for Northern
- Jodi Armour – Brandon Teachers’ Association – Regional Facilitator for South West
- Kirsten Carman – Garden Valley Teachers’ Association – Regional Facilitator for South Central
- Kristina Hearn Pearson – Turtle River Teachers’ Association - Regional Facilitator for Parkland
- Joanne Kosheluk – Winnipeg Teachers’ Association - Regional Facilitator for Metro
- Tim Beyette – Lakeshore Teachers’ Association – Regional Facilitator for Lakewood

The role of the RF includes:

- Chair of regional PD meetings. These occur three times a year during seminars and once in the region in Spring after the Binder Meetings, and before the MTS Provincial Council Meeting;
- Attend standing committee meetings and provide regional PD reports to PDSC;
- Provide resources and information to PD Chairs in their respective region;
- Act as a contact person for PD Chairs in their respective region;
- Liaise with MTS Staff and Provincial Executive (PX) Chairperson regarding issues arising with their respective region;
- Educate MTS members about supporting teachers’ professional learning; and
- Attend workshops to support professional learning.

## Professional Development Standing Committee

The 2023 – 2024 members of the Professional Development Standing Committee are:

- Sonja Blank – Provincial Executive, Chair
- Jason Dunham – Kelsey Teachers’ Association
- Jennie Ruhr – Member at Large
- Joanne Kosheluk – Metro Teachers’ Association
- Jodi Armour – Brandon Teachers’ Association
- Kirsten Carman – Garden Valley Teachers’ Association
- Kristina Hearn Pearson – Turtle River Teachers’ Association
- Lindsey Weber – Member at Large
- Mary Elliott – MITT
- Tim Beyette – Lakeshore Teachers’ Association
- Tyler Emoff – Member at Large
- Lia Gervino – MTS Staff Officer

## FRAME: What is it?

FRAME is the standardized method of accounting and financial reporting for school divisions/districts in Manitoba. “FRAME” itself is an acronym for “Financial Reporting and Accounting in Manitoba Education”.

Frame Reports, done annually, contain Manitoba Public School Division/District Revenue and Expenditure information. This is based on the mandatory submission of Financial and Statistical data by school divisions/ districts in a standard (FRAME) format.

Each Manitoba public school division is required to complete and submit a report to the Government of Manitoba twice each fiscal year, once in the spring and once again in the fall. By law, these full and complete FRAME reports are public documents.

Among the data submitted, FRAME requires each school board to report the total amount of money it has received under the Manitoba government funding model for the professional development of instructional staff. Every school board is also required to report the full amount of funds spent on professional development. Expenditure for professional development reported in FRAME beyond the annual amount of money allocated by the provincial government is usually paid for by the special levy of the school division/district. A school board must account in FRAME for all moneys spent on professional development for instructional staff, not just the amount of funds provided by the Manitoba government. Professional development expenditures are reported in FRAME according to categories of interest to the provincial government, notably what was purchased such as salaries, services and so forth.

By tracking revenue and expenditures year by year in FRAME, the teacher associations in every division/ district can gain insight into the sources and amounts of funding for professional development as well as the pattern of expenditure.

In addition to tracking the FRAME data in relation to revenue and expenditure for instructional staff professional development, the teacher association should obtain a further break-out of the professional development opportunities and activities supported by the funds spent on professional development for instructional staff. Most secretary/treasurers maintain detailed revenue and expenditure records beyond the scope required by FRAME and more specific information about funds spent on professional development opportunities.

Detailed treatment of Professional Development information relevant to your association (in a FRAME format) is a topic discussed at the MTS Professional Development Chairs’ Fall Seminar.

Education and Training Finance and Statistics: [Finance and Statistics | Manitoba Education and Early Childhood Learning \(gov.mb.ca\)](https://www.edu.gov.mb.ca/k12/finance/frame_report/index.html)

The PDF versions are complete copies of the published reports and are useful for viewing and/or printing your own hardcopy. The spreadsheet version (in *Excel*) includes only the tables containing financial and statistical data and are useful if you need to perform calculations not already provided in the reports (tables are also formatted for printing). [https://www.edu.gov.mb.ca/k12/finance/frame\\_report/index.html](https://www.edu.gov.mb.ca/k12/finance/frame_report/index.html)

Examples:

FRAME Reports — Budget		
FRAME Reports	Adobe PDF 	Excel 
FRAME 2020/21 Budget	<a href="#">1.14 MB</a>	<a href="#">427 KB</a>
FRAME 2019/20 Budget	<a href="#">1.32 MB</a>	<a href="#">449 KB</a>

## 2022-2023 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.

# 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;
- 4.05 to actively recruit members from outside the Metro Winnipeg area and from across the province; and
- 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 Past President shall:
- i. provide information about Association business to the President and Executive upon request;
  - ii. chair the Nominating Committee; and
  - iii. [Insert other/additional duties here, if applicable]; and
  - iv. perform such duties as the President or Executive shall assign.
- (c) 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
  - v. 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(b)).*

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 (5<sup>th</sup>) 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\_\_.

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President, [Insert Acronym Here]

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Secretary, [Insert Acronym Here]

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

## 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  
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## Resources

### The Manitoba Teachers' Society

Use this link to access information about all of the PD events MTS has organized for the year. Important information under each of the tabs is always being updated to serve the membership in a timely manner.

1. From the main web page: [www.mbteach.org](http://www.mbteach.org) click on the PD tab for a list of workshops, seminars and information about field-led courses.

### Canadian Teachers' Federation

Resources related to Professional Issues, resources and information.

1. <https://www.ctf-fce.ca>
2. <https://www.ctf-fce.ca/blog-perspectives>

### Manitoba Education and Training

Professional Learning Resources:

1. <http://www.edu.gov.mb.ca/k12/proflearn/>

### Learning Forward

1. [www.learningforward.org](http://www.learningforward.org)

### Legislation and Web Links

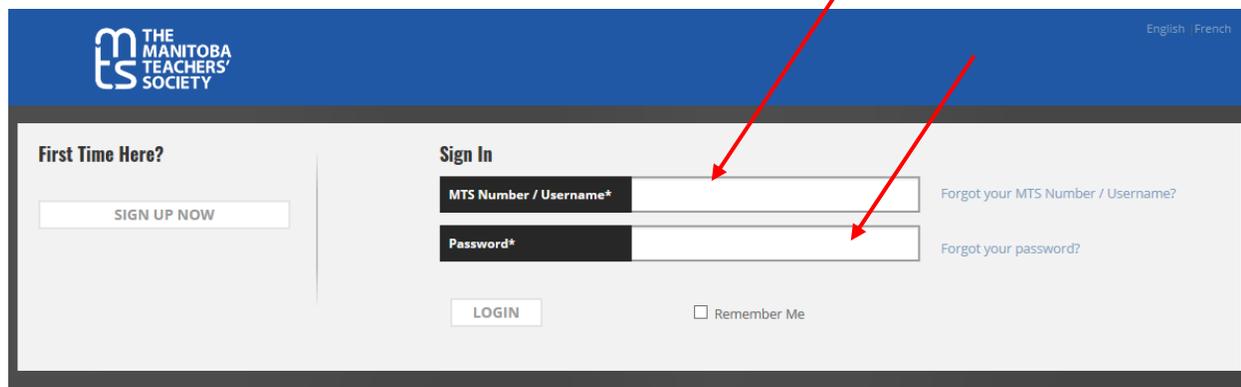
1. The Manitoba Teachers' Society Act  
<https://web2.gov.mb.ca/laws/statutes/2016/c00416e.php>
2. The Public Schools Act  
[http://web2.gov.mb.ca/laws/regs/current/\\_pdf-regs.php?req=77/2005](http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?req=77/2005)
  - a. Appropriate Education Programming  
[http://web2.gov.mb.ca/laws/regs/current/\\_pdf-regs.php?req=155/2005](http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?req=155/2005)
  - b. Safe Schools Act  
<https://web2.gov.mb.ca/bills/38-2/b030e.php>  
[http://web2.gov.mb.ca/laws/regs/current/\\_pdf-regs.php?req=77/2005](http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?req=77/2005)
  - c. Cyber-Bullying and Electronic Devices (PSA Amendment)  
<https://web2.gov.mb.ca/bills/39-2/b024e.php>
3. School Administration
  - a. School Admin Handbook  
[http://www.edu.gov.mb.ca/k12/docs/policy/admin/school\\_admin.pdf](http://www.edu.gov.mb.ca/k12/docs/policy/admin/school_admin.pdf)

## Accessing Portal for PDSC, PD Regional Facilitators and PD Chairs

1. The Manitoba Teachers' Society Website – [www.mbteach.org](http://www.mbteach.org)
2. Click on the “MY PROFILE/MEMBERS AREA”



3. Enter Your MTS Member number and password



4. Click on the “PD Chairs+” link, then PD Chairs & RFs, then select the appropriate folder.



Note: The **PD Chairs+** portal is accessible for designated PD Chairs (not alternates), Regional Facilitators and PDSC members.

The **PDSC+** portal is only accessible for Professional Development Standing Committee members.

## 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.

**23/24**



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TEACHERS'  
SOCIETY



**THE  
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[mbteach.org](http://mbteach.org)