

POLICY HANDBOOK

Of the Superannuated Teachers of Saskatchewan
SWIFT CURRENT CHAPTER

September, 2020

Table of Contents

1. Constitution

Amendments to the Constitution require the support of three-quarters of those present and voting at an Annual General Meeting or a Special STS Business Meeting.

Article 1	Name	4
Article 2	Aims	4
Article 3	Amendments	4

2. Bylaws

Amendments to the Bylaws require the support of two-thirds of those present And voting at an Annual General Meeting or a Special STS Business Meeting.

Bylaw 1	Membership	5
Bylaw 2	Fees	5
Bylaw 3	Officers and Committees	5
Bylaw 4	Elections, Terms of Office, Vacancies and Notification of Intent	
	4.1 Elections	6
	4.2 Terms of Office	6
	4.3 Vacancies	6
	4.4 Notification of Intent	7
Bylaw 5	Financial Affairs	7
Bylaw 6	Meeting	
	6.1 Annual Meetings and Chapter Meetings	7
	6.2 Executive Meetings	7
	6.3 Special Business Meetings	8
Bylaw 7	Duties of Executive and Executive Officers	
	7.1 Executive Council	8
	7.2 President	8
	7.3 Past President	9
	7.4 Vice-President	9
	7.5 Secretary	10
	7.6 Treasurer	10
	7.7 Communication Officer	10
	7.8 Activity Coordinator(s)	11
	7.9 Chairpersons of Standing Committees	11
Bylaw 8	Quorum	11
Bylaw 9	Amendments to Bylaws and Policy	12
Bylaw 10	Enforcement	12

3. Policies

Policies can be changed and new policies established by a simple majority of those present and voting at a Chapter Annual General Meeting.

Policy 1	Relationship with other Organizations	13
Policy 2	Resolutions	13
Policy 3	Provincial Honorary Life Membership	13
Policy 4	Award(s) of Distinction	13
Policy 5	Scholarships, Awards, and Donations	14
Policy 6	Complimentary Tickets	14
Policy 7	Honoraria to Guests	14
Policy 8	Representative to Provincial Annual General Meeting	14
Policy 9	Conduct of Meetings – Rules of Order	15

4. Guidelines

Guideline 1	Duties of Committees	
1.1	Archives Committee	15
1.2	Website Committee	15
1.3	“In Touch” Newsletter Committee	15
1.4	Constitution and Resolutions Committee	15
1.5	Hospitality Committee	16
1.6	Nomination Committee	16
1.7	Well-Being Committee	17
Guideline 2	Distribution of Chapter Membership List/Directories	17
Guideline 3	Dissemination of Information using Email	17
Guideline 4	Overview of Activities for Local Chapter	17
Guideline 5	Financial Affairs	
5.1	Contingency Fund	17
5.2	Financial Review	17
5.3	Chapter Support for STS Provincial Activities	17
5.4	Profits from hosting STS Provincial Activities	17

5. Appendices

Appendix 1	SC Chapter President’s Responsibilities	18
Appendix 2	SC Chapter Vice-President’s Responsibilities	19
Appendix 3	SC Chapter Treasure Responsibilities	19
Appendix 4	SC Chapter Communication Officer’s Responsibilities	20
Appendix 5	Sample Letter to a “New Retiree”	22
Appendix 6	Sample Retirement Certificate to a “New Retiree”	23

CONSTITUTION

Introduction

The Constitution and Bylaws of any organization should be dynamic in nature, changing and adapting to new realities. This **DRAFT** version of the Constitution and Bylaws of the Swift Current Chapter of Superannuated Teachers of Saskatchewan (STS) features three distinct components:

- | | |
|----------------------|------------------------------------------------------------------------------------|
| Constitution: | A statement of the fundamental principles of the Swift Current Chapter of the STS. |
| Bylaws: | The rules by which the Chapter conducts its meetings and affairs. |
| Policies: | Explanatory notes, procedural details and other Pertinent information. |

Article 1 – Name

This organization shall be known as the Superannuated Teachers of Saskatchewan (STS), Swift Current Chapter and in this document will be referred to as Chapter.

Article 2 – Aims

1. To promote the interest of members of the STS – Swift Current Chapter.
2. To work closely with the Superannuated Teachers of Saskatchewan.
3. To work closely with other organizations whose interests are similar to those of the Swift Current Chapter.
4. To maintain a continuing and supportive interest in education and the education of its members.
5. To provide leadership in matters which pertain to the welfare of members of STS.

Article 3 – Amendments

1. Proposed amendments of the Constitution shall be in writing, signed and submitted to the Constitution Committee.
2. The Constitution Committee shall present these amendments to the Executive who shall present notice of motion to the Chapter Meeting preceding the Annual General Meeting.
3. Amendments to the Constitution shall be carried by a vote of three-quarters of the members present and voting.
4. Revisions to the Constitution shall be passed at Annual General Meetings or specially called Business Meetings.

BYLAWS

Bylaw 1 – Membership

Membership shall be granted to the following upon payment of the fees as set by the Provincial STS at the Annual General Meeting.

- 1.1 Membership is open to any eligible superannuated or retired teacher and surviving spouse as defined by the STS Provincial Bylaws.
- 1.2 The Executive may grant “Associate Membership” to a teacher who has left the teaching profession but has not met the requirements for superannuation/retirement eligibility.
 - 1.2.1 Associate members may serve on committees but are not eligible to serve on the Executive.
 - 1.2.2 Associate members are not allowed to vote at Chapter meetings.

Bylaw 2 – Fees

- 2.1 Annual fees are due by June 30th and are payable to the STS Provincial or to the Chapter Treasurer.
- 2.2. Fees that are not automatically deducted from the retirement allowances are paid to the Chapter Treasurer. The Chapter Treasurer then forwards the fees to the STS Provincial.
- 2.3 Associate members shall pay the same Chapter fee as that of full members.

Bylaw 3 – Officers and Committees

- 3.1 The Executive shall be the following:
 - 3.1.1 President
 - 3.1.2 Past- President
 - 3.1.3 Vice- President
 - 3.1.4 Secretary
 - 3.1.5 Treasurer
 - 3.1.6 Communications Officer
 - 3.1.7 Activities Coordinator(s)
 - 3.1.8 Elected member(s) of the Provincial STS Executive
 - 3.1.9 Chairperson of the appointed committees
- 3.2 The Executive may appoint other members to the executive and grant voting privileges to them.
- 3.3 The following committees shall be appointed at the Annual General Meeting. Committees shall consist of as many members as is deemed necessary to carry out the work of the committee.

The committee shall have the power to add to the committee, during the year, upon approval of the Executive. The Executive shall have power to establish Ad Hoc Committees as it deems necessary.

- 3.3.1 Archives
- 3.3.2 Website
- 3.3.3 Newsletter
- 3.3.4 Constitution and Resolutions
- 3.3.5 Hospitality
- 3.3.6 Nominations
- 3.3.7 Well-Being
- 3.3.8 Award of Distinction

Bylaw 4 – Elections, Terms of Office, Vacancies and Notification of Intent

4.1 Elections

The Executive shall be elected in the following manner:

- 4.1.1. The Nomination Committee shall present a list of declared candidates for offices and Committees to the Annual General Meeting.
- 4.1.2 Nominations will be received from the floor of the Annual General Meeting.
- 4.1.3 Voting shall be done by a show of hands

4.2 Terms of Office

The term of office of all elected positions shall be from July 1 to June 30th of the following year.

4.3 Vacancies

- 4.3.1 Where the President resigns during his or her term of office, the Vice - President shall assume the presidency to the end of the term.
- 4.3.2 Where the Vice – President is unable to complete his or her term the Executive may make an appointment to such office for the remainder of the term.
- 4.3.3 Where a Secretary or Treasurer is unable to complete his or her term, the Executive shall make an appointment to such office for the remainder of the term.
- 4.3.4 If a vacancy occurs in the chairpersonship of any Committee, the Executive shall make an appointment to that position from the remaining

members of that Committee(s).

4.4 Notification of Intent

Members of the Executive and/or committee positions should give notice to the Chair of the Nomination Committee by January 1st of Intent “not to run” for their current position at the upcoming Chapter’s Annual General Meeting.

Bylaw 5 – Financial Affairs

5.1 Fiscal Year

The Fiscal year shall be from July 1st to June 30th of the following year.

5.2 Signing Authority

The signing authority for the Swift Current Chapter shall consist of two out of three following Executive members: President, Secretary and Treasurer.

5.3 Officer’s Books and Records

5.3.1.1 Outgoing officers shall transfer all books and records no later than July 30th.

5.3.1.2 The new officers shall ensure that the books and records of their predecessors are forwarded to the incoming officer(s).

Bylaw 6 – Meetings

6.1 Annual General Meeting and Chapter Meetings

6.1.1 One Business Meeting, called the Annual General Meeting shall be called between May 1st and June 30th.

6.1.2 The Annual General Meeting shall include the following topics: Election of Executive/Committees and Financial Statement.

6.1.3. The Executive shall set Chapter Meetings on the second Thursday of the month. The Executive may change the date of the meetings to avoid conflict with other events.

6.2 Executive Meetings

6.2.1 The Executive may meet as agreed upon by mutual consent. The Executive meeting may be held prior to the Chapter Meeting.

6.2.2 One such meeting shall be in August, and shall include in-coming and out-going Executive members to facilitate the transition of Executive duties.

- 6.2.3 Special Executive Meetings may be called by the President.
- 6.2.4 The President shall call a Special Executive Meeting at the request of any three Executive members.
- 6.2.5 Executive Meetings may be held without formal notice, if all members are available to attend.
- 6.3 Special Business Meetings
 - 6.3.1 Special Business Meetings may be called to deal with a defined agenda.
 - 6.3.2 Any ten members of the Swift Current Chapter may submit a written request to the Executive requesting a Special Business Meeting. The request must contain the following; the nature of the request and the date of the proposed meeting.

Bylaw 7 – Duties of Executive and Executive Officers

- 7.1 Executive
 - 7.1.1 Arrange time and place of meeting.
 - 7.1.2 Organize and conduct all matters pertaining to the Chapter subject to limitation as specified by the Constitution.
 - 7.1.3 Appoint committees.
 - 7.1.4 Appoint members to the Executive, subject to approval by the membership.
 - 7.1.5 Have authority to appoint members to other organizations.
 - 7.1.6 Select up to three members annually to be presented the Award of Distinction.
 - 7.1.7 Receive a report from committees for consideration at the Executive meeting and for presentation to the Chapter Meeting.
 - 7.1.8 Attend all regularly called meetings. The following procedures shall apply upon failure to attend: If members of the Executive are unable to attend an upcoming Executive Meeting, they shall indicate their possible absence to the President.
- 7.2 President
 - 7.2.1 Be the official spokesperson for the Swift Current Chapter and ceremonial representative for the Chapter.

- 7.2.2 Shall attend the annual STS Provincial Chapter Presidents meeting. If the President is unable to attend, he or she may appoint a representative from the Chapter Executive.
- 7.2.3 Preside at all meetings and take general supervision of all work pertaining thereto.
- 7.2.4 Be an ex-officio member of all committees, except the Nomination Committee.
- 7.2.5 Automatically be a representative to the STS Annual General Meeting.
- 7.2.6 Be the supervisor of all voting.
- 7.2.7 Ensure that all Chapter correspondence is dealt with.
- 7.2.8 Ensure that the phone directory information is updated from the STS and delivered to the appropriate representative.
- 7.2.9 Ensure that the Chapter report is submitted to the STS Office on month prior to the STS Annual General Meeting.
- 7.2.10 Arrange for the introduction and thank you of Provincial STS President on the occasion of the President's visit to the Chapter.
- 7.2.11 Be a member of the Hosting Committee for STS Provincial Activities.
- 7.2.12 May approve all materials posted on the website and In emails sent to the members of the Chapter.
- 7.2.13 Arrange contact with all potential members in the Chinook School Division 211 and Holy Trinity School Division (Moose Jaw) prior to the second week in January and the second week in June of each year.
- 7.2.14 Prepare and present all resolutions to the Executive for disposition by the President to the appropriate agencies.
- 7.3 Past – President
 - 7.3.1 Chair the Nomination Committee
 - 7.3.2 Supervise the voting for the election of the Executive.
- 7.4 Vice – President
 - 7.4.1 Assume the duties of the President in his/her absence.

- 7.4.2 May attend the Annual STS Provincial Chapter Presidents meeting.
- 7.4.3 Be a member of the Hosting Committee for STS Provincial Activities.
- 7.4.4 Assist the President, in arranging contact with all potential members in Chinook School Division 211 and Holy Trinity School Division (Moose Jaw) prior to the second week in January and the second week in June of each year.
- 7.4.5 Prepare and present a summary report of "The STS Chapters' Report for the first Executive meeting.
- 7.4.6 Assume further duties as assigned by the President.
- 7.4.7 Assume the position of the President to the end of the term, when the President is unable to continue.
- 7.5 Secretary
 - 7.5.1 Keep the minutes of all Executive Meetings, Chapter Meetings, the Annual General Meeting and make these available to the next meeting.
 - 7.5.2 Keep copies of the Constitution and all amendments.
- 7.6 Treasurer
 - 7.6.1 Receive, collect and bank all monies of the Swift Current Chapter and disburse the same as directed by motion of the membership or by motion of the Executive.
 - 7.6.2 With the President and/or Secretary, act as joint trustee for all funds.
 - 7.6.3 Present a financial statement at each Chapter Meeting and at the request of the President or the Executive.
 - 7.6.4 Shall have a Financial review of the Chapter's books conducted by a non-Chapter member every two years.

A Financial review of the Chapter's books must be conducted when there is a new treasurer.
 - 7.6.5 Be a member of the Hosting Committee for STS Provincial Activities.
 - 7.6.6 In November, distribute to the Executive members, the names, addresses and phone numbers of members of the Chapter.

7.7 Communication Officer

- 7.7.1 Maintain and distribute the list of phone numbers and email addresses of the Chapter Members to the Executive.
- 7.7.2 Should have the Chapter President's approval on all Materials prior to being posted on the Chapter's Website and emailed to the Members of the Chapter.
- 7.7.3 At the direction of the President – information regarding meetings, Chapter events or other issues must be placed on the Chapter's Website and emailed to the Chapter Members.
- 7.7.4 A picture and brief write-up of the recipient(s) of the Award of Distinction must be posted on the Chapter's Website and reviewed annually by the Awards Committee.

7.8 Activities Coordinator(s)

- 7.8.1 Prepare and organize events (i.e. Chapter Golf tournament and June Outing) for the coming year.
- 7.8.2 Prepare an agenda or itinerary for the event for the "In Touch" newsletter and Chapter's Website.
- 7.8.3 Arrange for introduction and thank you for the presenter(s) of the event.
- 7.8.4 Arrange for presentation of a gift to the presenter, if the occasion warrants.
- 7.8.5 Arrange for collection of monies for the event.
- 7.8.6 Present a write up with pictures of the event for the "In Touch" and Chapter's Website.
- 7.8.7 Be a member of the Hosting Committee for STS Provincial Activities.

7.9 Chairpersons of Standing Committees

- 7.9.1 The Chairpersons of all Standing Committees shall be responsible for chairing the meetings of their respective committee.
- 7.9.2 Presenting reports (written) to the Executive after each Committee meeting.

Bylaw 8 – Quorum

- 8.1 A quorum at Executive meetings shall consist of those in attendance.

- 8.2 A quorum at a Chapter Meeting, an Annual General Meeting or a Special Business Meeting shall consist of the members in attendance.

Bylaw 9 – Amendments to Bylaws and Policy

- 9.1 The Executive may, by resolution, amend, repeal or make bylaws or policies that regulate the activities and affairs, of the Chapter. Such changes shall not become effective until the next Chapter Annual General Meeting or Special Business Meeting. These changes must be submitted in the form of a resolution to the next Chapter Annual General Meeting or Special Business Meeting for confirmation, rejection or amendment by the representatives.
- 9.2 Except for the provisions in the Bylaw on Membership, every bylaw or policy, amendment or repeal thereof shall state an effective date which shall not be more than thirty days from the day on which the bylaw, policy, amendment, or repeal was made.
- 9.3 If any bylaw, policy, amendment, or repeal is rejected by the members at Chapter Annual General Meeting or Special Business Meeting or is not submitted provided in Bylaw 8, the bylaw, policy, amendment, or repeal ceases to be effective and no subsequent bylaw, policy, amendment or repeal having substantially the same purpose or effect shall be effective until confirmed or confirmed as amended by a Chapter Annual General Meeting or Special Business Meeting.
- 9.4 Policy statements may be passed by the Executive or at the Chapter Annual General Meeting or at a Special Business Meeting.
- 9.5 Amendments shall be forwarded to the Executive for inclusion in the earliest printing of the “In Touch” Newsletter.

Bylaw 10 – Enforcement

The Constitution, Bylaws and Policies contained in this document shall annul all previous Constitutions, Bylaws, Policies and Amendments thereto, and shall become effective on the July 1st next following the Chapter Annual General Meeting or such other date as specified in the resolution.

POLICIES

Policies can be changed and new policies established by a simple majority of those Present and voting at a Chapter Annual General Meeting.

Policy 1 – Relationship with other Organizations

Be a member of the Superannuated Teachers of Saskatchewan. (STS)

Policy 2 – Resolutions

- 2.1 Resolutions shall be submitted to the Executive, who shall present them to a Chapter Meeting. Resolutions should include background information. Emergent resolutions may be accepted from the floor of a Chapter Meeting.
- 2.2 Resolutions, to be forwarded to the STF for inclusion at Spring Council, must be submitted to the local Chapter Meeting prior to the November Executive meeting of the Provincial STS.
- 2.3 Resolutions to the STS Annual General Meeting, must be submitted to a Chapter Meeting prior to the deadline as set for provincial resolutions.
- 2.4 Resolutions, to be presented to the local Chapter Annual Meeting, must be submitted to the Executive prior to the May Executive Meeting.

Policy 3 – Provincial Honorary Life Memberships

- 3.1 The Chapter may nominate candidates for Honorary Life membership in the Provincial STS, and submit names to the provincial body by February 1st. (*Reference Guideline 4 – of the STS Policy Handbook*)
- 3.2 Nomination shall be forwarded to the Chapter Executive.
- 3.3 Approval shall be given through a resolution at a Chapter Meeting.

Policy 4 – Award(s) of Distinction

- 4.1 Executive and/or Members of the Chapter may nominate candidates to be honoured with the Award of Distinction by October 15th.
- 4.2 The Executive may select up to three candidates for the award based on their participation in local Chapter activities.
- 4.3 The Executive may by a vote, determine the recipients of the Award of Distinction.
- 4.4 The Executive shall determine the time, and the date of the presentation and make the necessary arrangements.

- 4.5 Submit a brief write-up of the recipient(s) of Award of Distinction for the “In Touch” Newsletter and submit a picture and brief write-up of the recipient(s) for the Chapter’s Website.

Policy 5 – Scholarships, Awards, and Donations

The Chapter may choose to fund financial requests. The request must be related to either education or an association whose mandate is to assist those who are retired. The amount shall be determined by a motion at a Chapter Meeting.

Policy 6 – Complimentary Tickets

- 6.1 Complimentary tickets shall be given to an Award of Distinction recipient and a guest on the occasion of the induction, if the occasion warrants.
- 6.2 Complimentary tickets shall be given to specific guests as approved by the Executive.

Policy 7 – Honoraria to Guests

- 7.1 Committees may give an honorarium and/or expenses of up to fifty dollars (\$50.00) to presenters.
- 7.2 Larger expenditures must be authorized by the Executive.

Policy 8 – Representation to Provincial Annual General Meeting

- 8.1 The Chapter President is automatically a representative.
- 8.2 Representatives shall be chosen according to the specifications of the *Provincial Bylaw 5-5.1.3*.
- 8.3 Delegates to the Provincial AGM shall be selected in the following Matter:
 - 8.3.1 Current Chapter executive members who desire to attend, and up to two executive nominees, will be given priority in delegate selection.
 - 8.3.2 Other Chapter members, who wish to attend as delegates will indicate this by signing a list. Names on this list will be ranked by random draw to complete the delegate list and provide for alternates.
 - 8.3.3 If an elected representative is unable to attend, he/she shall contact the Chapter President, who will select an alternate representative.

- 8.3.4 The Chapter may provide an honorarium to delegates who are attending the STS Annual General Meeting to help defray expenses which are not covered by the STS.

Policy 9 – Conduct of Meetings: Rules of Order

The Chapter President or designate shall act as Chairperson. On procedural matters not dealt with in this document, the President's decision shall prevail. The Assembly shall be the final decision-maker
(Reference: Policy 7 in the STS Policy Handbook)

GUIDELINES

Guideline 1 – Duties of Committees

1.1 Archives Committee:

- 1.1.1 Arrange for filing of all minutes and reports of all Executive and Chapter Meetings for a maximum of six years.
- 1.1.2 Maintain a picture and name of the Candidate(s) of the Award of Distinction.

1.2 Website Committee:

- 1.2.1 The Chapter's President may approve all materials posted on the Chapter's Website.
- 1.2.2 Maintain current Chapter and STS Provincial event information and "In Touch" Newsletter.

1.3 "In Touch" Newsletter Committee:

The Newsletter Committee may consist of two committees: (a) an Editorial Committee, and (b) a Distribution Committee.

- 1.3.1 The Editorial Committee shall advertise for articles, edit such, and provide for the printing of the Newsletter.
- 1.3.2 The Distribution Committee shall obtain printed Newsletter from the printers, address labels, label envelopes and mail the Newsletter to Chapter Members who do not have an email address.

1.4 Constitution and Resolution Committee:

- 1.4.1 Accept all written submissions for proposed changes to the Constitution, Bylaws, and Policies.
- 1.4.2 Submit proposed changes to the Executive, Chapter Meeting, and the Chapter Annual General Meeting.
- 1.4.3 Incorporate all approved amendments into a new

Chapter Policy Handbook and circulate copies of the amended Policy Handbook to all Executive members and other individuals, or organizations as authorized by the Executive.

- 1.4.4 Encourage members to submit resolutions that address local and provincial or national concerns.
- 1.4.5 Assist in the formulation of resolutions.
- 1.4.6 Present copies of resolutions to Chapter, Annual General, or Special Business Meeting.
- 1.4.7. Prepare and present all resolutions to the Executive for disposition by the President to the appropriate agencies.

1.5 Hospitality Committee:

Arrange to greet members and guest at Chapter Meetings.

1.6 Nominations Committee:

- 1.6.1 The Nominations Committee shall consist of the most recent available Past-President plus up to three members selected by the Executive.
- 1.6.2 Prepare and present to the Annual General Meeting the required slate of Officers and Committee members for the Chapter.
- 1.6.3 Accept nominations from the floor of the Annual General Meeting.
- 1.6.4 Conduct elections according to the provisions of Bylaw 3.
- 1.6.5 In preparing and presenting a slate of officers for Executive and committees, the Nomination Committee's responsibility includes advertising the position in the "In Touch" Newsletter, Chapter's Website, and email to the Members through the Communication Officer.
- 1.6.6 The Nomination Committee shall be actively involved in contacting and inviting candidates for the elections.
- 1.6.7. If a discrepancy occurs in voting, the Past-President, in his or her capacity as supervisor of election voting, shall make the decision as to the action to be followed.
- 1.6.7 The Nomination Committee shall outline voting procedures.

1.7 Well-Being Committee:

Arrange for cards to those members who are ill, shut-in, have lost an immediate family member, or are leaving the Chapter.

Guideline 2 – Distribution of Chapter Membership Lists/Directories

- 2.1 Membership lists and/or directories shall be distributed to the Executive to be used for only Chapter business.
- 2.2 All other requests for membership lists and/or directories from outside sources shall be denied.

Guideline 3 – Dissemination of Information using Email

The emails sent out will not show any member's email address on the outgoing emails other than the members mailing the notices. The emails sent as a mass mailing to all members of the STS Swift Current Chapter and will be in the Blind Carbon Copy (BCC) form.

Guideline 4 – Overview of Activities for Local Chapters

(Reference Guideline 5 of the STS Policy Handbook)

Guideline 5 – Financial Affairs

- 5.1 Contingency Fund
The goal is to maintain a Contingency Fund at a level of at least twice the amount of the current year's Chapter Budget.
- 5.2 Financial Review
An Honorarium of one hundred and fifty dollars (\$150.00) be paid for a two-year review or seventy-five dollars (\$75.00) for a one year review.
- 5.3 Chapter Support for STS Provincial Activities
Provide two hundred and fifty dollars (\$250.00) to offset hosting expenses.
- 5.4 Profit from hosting a STS Provincial Activity
Any profit made from hosting a STS Provincial activity must be returned to the Chapter.

APPENDICES

Appendix 1 – SC Chapter President’s Responsibilities

1. **President Reports:**

- Chapter Meetings: October, November and May
- “In Touch” Newsletter: Four reports to the Editor (Loretta)
 - Fall Issue – submit early August
 - Winter Issue – submit early November
 - Spring Issue – submit early March
 - Summer Issue – submit early June

2. **Chairs all Chapter Events:** The Vice-President does this job when the President is unable to do so.

3. **Sets up the “Year at a Glance” for Website & Fall issue of “In Touch”**

Book Facilities: For “Heck with the Bells Breakfast (Chinook Golf Course), Christmas Social (Elmwood Golf Course), Spring Fling and Chapter Meetings (Modern Restaurant Banquet Room)

4. **Establish menu and price per plate** for Chapter events and deadline for ordering food. (usually the RSVP date for Chapter members is a week before the event)

5. **Email Information** regarding Chapter events to the Communication Officer and the Website Master.

6. **Has the final say on all Chapter Events and Expenditures.**

Provincial Meetings

- Attend the STS October Meeting for Presidents.
- Attend the STS Annual General Meeting (AGM) in May
- Find Chapter members to attend the STS AGM and confirm travel arrangements for these voting delegates.

Financial Duties

- Has the second signing authority for cheques and e-transfers.
- Determines the mileage and meal allowance for STS AGM delegates.
- Works with the Treasurer to set the cost per person for Chapter events.
- Works with the Activities Coordinator to set a budget for June Outing.
- Is aware the STS Chapter Rebate check, arrives late October to the Treasurer.

7. **Correspondence to new Chinook & Holy Trinity Superannuates**

- Arrange contact with all potential members in the Chinook School Division 211 and Holy Trinity School Division (Moose Jaw) prior to the second week in January and the second week in June of each year.

- Prepare a package for each superannuate with a Congratulations letter, Certificate of Congratulations, STS pin and an invite to be a guest at the upcoming “Heck with the Bells Breakfast.”

Appendix 2 – SC Chapter Vice-President Responsibilities

1. Chapter Meetings and Business

- Chairs the meeting(s) when the Chapter President is unable to do so.
- Assist the President, in arranging contact with all potential members in Chinook School and Holy Trinity School Divisions prior to the second week in January and the second week in June of each year.
- Assume further duties as assigned by the President.
- Assume the position of the President to the end of the term when the President is unable to continue.

2. Provincial Meeting

- May attend the Annual STS Provincial Chapter Presidents meeting.
- Prepare and present a summary report of “The STS Chapters’ Report for the first Executive meeting.
- May attend the STS Annual General Meeting.

3. STS Provincial Activities

- Be a member of the Hosting Committee for STS Provincial Activities.

Appendix 3 – SC Chapter Treasurer Responsibilities

1. Financial Reports

- Chapter Meetings: October, November and May
- “In Touch” Newsletter: Four reports to the Editor (Loretta)
 - Fall Issue – submit early August
 - Winter Issue – submit early November
 - Spring Issue – submit early March
 - Summer Issue – submit early June
- On all activities when fees are collected.
- Fiscal year runs from July 1st to June 30th

2. Cash Float & Collect Activity Fee – President prepares the list of attendees.

- Heck with the Bells Breakfast
- October & November meeting if people don’t order off the menu.
- Christmas Social
- Spring Fling
- June Outing – deposit trip fees collected by the Activity Coordinator and writes a receipt for each payee.

- 50/50 tickets (selling & Cash float) are handled by Activity Coordinator.
- 3. **Financial Review of Chapter Books - every two years**
 - Any non - Chapter Member can do the review.
 - Honorarium is \$150. for a two-year review OR \$75. for a one-year review.
- 4. **Shred Chapter Bank Statements & Receipts** – annually
Make a motion at the May Annual General Meeting to shed any documents older than 6 years old.
- 5. **Collect STS Membership Fee from Chapter or Associate Members, not on Auto payment**
 - Send a letter (early June) to the Chapter/Associate member with a Self-addressed envelope.
 - Deposit the cheque and write a cheque for \$22. to the STS (we keep the Chapter Rebate)
- 6. **Chapter Contact List form the STS Office** – late October & February
Provide a printed copy to each of the Chapter Executive Members by mid - November and early March.
- 7. **Chapter Membership Rebate cheque form STS** – arrives late October
- 8. **STS Provincial Activities**
 - Will be a member of the Chapter's Hosting Committee
 - Will assist in setting the Proposed Operating Budget for the event.
 - Will collect all of the participant/non-participant registration fees for the event from the Host Chairperson.
 - Will provide a written receipt for each payee.
 - Will provide a financial report at the end of the STS Provincial Activity for the Host Chairperson's report.
 - Will set up a separate ledger page(s) in the Chapter's Ledger Book for the STS Provincial activity.
- 9. **Provincial Meeting** – may attend the STS AGM

Appendix 4 – Chapter Communication Officer Responsibilities

1. **Computer Skills**
 - Experience with Google Mail and setting up Google mail Contacts and Groups,
 - Experience with Windows 10 and Excel Spreadsheets
 - Experience with Website development and posting of information.
2. **Chapter's Phone & Email Contact List (Excel Spreadsheet)**
 - Maintain throughout the year and distribute the list of phone numbers and email addresses of Chapter Members to the Executive.

3. **Email Announcements**

- Should have the Chapter President's approval on all materials; prior to posting on the Chapter's Website and emailed to Chapter members.
- Disperse information about meetings/events and other areas of concern under the direction of the Chapter President.
- Email reminders for RSVP dates for upcoming Chapter Event. (at least one week prior to the date)

4. **Sample of "Event Information" for the Website**

Event: Christmas Social

Date: Thursday, December 12

Location: Elmwood Golf Course Restaurant

Times: Social Hour at 5 pm Dinner at 6 pm

Cost: \$25/person

Entertainment: Jacqueline Hudec

Support SC Food Bank: By bringing a jar of Peanut Butter

Contact: Gail Wesolowski at 306-773-2112 or text 306-750-7223

or email gailwesolowski@hotmail.com

5. **Sample "In Touch" Announcement**

This is to inform you the SC Chapter "Winter" issue of the "In Touch" is now available on the Chapter's Website www.scchapter.ca

6. **Emails to Chapter Members** Contact Group 1: only receives "In Touch" announcements and information from the STS Office.

Appendix 5 – Sample Letter to a “New Retiree”

June 2019

Congratulations on your upcoming retirement! As President of the Swift Current Chapter of Superannuated Teachers of Saskatchewan, I welcome you to a very exciting time in your life. Along with all the other Swift Current Chapter members, I send you best wishes for a happy and rewarding retirement.

We hope you have chosen to join our organization. I trust you have been made aware of the Benefits Plan available to you through STS. There is still a 60-day window after June for you to register. Further information is available at the Provincial STS office at 1-306-373-3879.

The Swift Current Chapter meets regularly over seven months of the year with social events and business meetings. Our largest events are a breakfast and golf tournament or Pickleball in September, Christmas Social in December, Spring Fling in April, a bus tour and a year-end wrap-up in June. Usually, we meet every second Thursday of October and November and the third Thursday of May. If you forward your e-mail address to Rosalie Flynn (SC Chapter's Communications) at rflynn1@sasktel.net you will receive direct information of these events. You can also visit our website at scchapter.ca (need to use Google) to see what is happening in our chapter each month, as well as, what the upcoming events are. Spouses are always welcome at our events.

Please note there are Chapters in Shaunavon (contact Debbie Olesen at 306- 297-3743) and in Maple Creek-Medicine Hat (contact Dexter Becsu at 306-662-3704) if one of these is more convenient for you.

We would like you to be 'our guest' at the first social event of the Swift Current Chapter. Please join us at Chinook Golf Course/Restaurant in Swift Current on **Tuesday, September 3rd, 2019 at 9:00 a.m.** for the 25th Annual "To Heck with the Bell" Breakfast. To be included in the breakfast contact Gail Wesolowski at 306-773-2112 or text 306 750-7223 or gailwesolowski@hotmail.com by **Tuesday, August 27th**.

Following breakfast, there is a choice of activities; a friendly game of 9 holes of golf or pickleball (learn to play instruction for beginners and fun tournament play for all playing levels) starting at **10:30 am**. More information regarding these activities will be posted under Announcements on the SC Chapter website (scchapter.ca) The deadline to register for either of these activities is Tuesday, August 27th.

Golf – Contact Cindy Glenn-Schultz at 306-587- 2526 or cglennschultz@gmail.com

Pickleball – Contact Gwen Uher at 306-774-9866.

On behalf of the Swift Current Chapter of the STS,

Gail Wesolowski, President

The Swift Current Chapter

of the

Superannuated Teachers of Saskatchewan

extends

sincere congratulations to

Joe Smith

on your recent retirement from the teaching profession.

*We hope that your future years will be interesting,
rewarding and relaxing.*

June 30th, 2019

SC Chapter President

DRAFT COPY