

2022-2023 NTA Bylaw & Policy Handbook



NUNAVUT TEACHERS' ASSOCIATION BY-LAWS & POLICIES

2022-2023

“Our Twenty – Fourth Year”

2022-2023 NTA Bylaw & Policy Handbook

NUNAVUT TEACHERS' ASSOCIATION

2022-2023

“Our Twenty-Fourth Year”

A Handbook for
Members of the
NUNAVUT
TEACHERS'
ASSOCIATION

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2022-2023 NTA Bylaw & Policy Handbook

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Section 1: Introduction to the NTA

Background of the NTA

To fulfill its purpose, a statement of policy and by-laws must be at once concise and comprehensive. Moreover, it must not be permitted to become obsolete. Several procedures ensure that the policy statement is always current, and prevent its becoming distended with short term operational directives:

1. The NTA Legislative Committee reviews every policy and bylaw each year, and proposals for revision, deletion, or replacement are brought to the Annual Meeting of Central Council (AMCC) for consideration.
2. New policy decisions made at the AMCC are added to the handbook at the completion of the AMCC.
3. Resolutions that direct a single action to take place during the ensuing year are listed in an appendix to the statement for that year, and a report on the disposition of the resolution is submitted to the next AMCC. As a result, when a resolution directing the Association to “request the Department of Education to provide for the cost of implementing Core Curriculum in all regions” calls for a single action to be carried out in the coming year, the resolution would appear in the Council minutes, the list of action resolutions appended to this document and the year’s report on the disposition of resolutions—but it would not become part of the continuing handbook of NTA policy and would be

removed from the appended list of resolutions the following year.

4. Resolutions that are time-specific but require action on them to be continued over more than one year are identified in the report to Council on the disposition of resolutions and retained as action resolutions until they are completed. Thus a resolution asking the Association to carry out a study and develop a policy on Inuit Education, i.e., a resolution that may require action over two or three years, would appear in the list of resolutions appended to this document and in the report on the disposition of resolutions until action on it is completed.

5. Only resolutions that state a continuing, long-term position or direction for the Association are incorporated into the policy statement. For example, a resolution directing the Association to operate an income continuance plan is a policy decision that would continue to determine the activity of the Association from year to year until that policy decision is amended or rescinded; such a decision would be incorporated into the body of policy expressed in this statement.

History of the NTA

On April 1, 1999, the Northwest Territories separated into the two territories of Nunavut (East) and the Northwest Territories (West). In anticipation of this Historic decision a special ballot was held in March of 1997 by the membership of the Northwest Territories Teachers' Association to decide on the future of the Association. In April 1997, the vote was complete and the decision was made to divide the Association into two organizations - Northwest Territories Teachers Association (West) and the Federation of Nunavut Teachers (East).

A resolution was passed that the Central Executive for the Federation of Nunavut Teachers would consist of a President, a Vice President and a Secretary/Treasurer that would be elected for a two-year term in a Territorial wide vote of all members. Completing the make-up of Central Executive would be the four regional presidents elected annually in regional elections.

The Federation of Nunavut Teachers was officially formed on April 1st, 1999. The first Interim Executive of the Federation of Nunavut Teachers, Donna Stephania, Geraldine Balzer, Cassie Hallett, Lena Metuq and Brian Yamamura, took office in order to ensure the groundwork was completed and preparation was made for the founding meeting.

The founding meeting of the FNT took place on May 15th and 16th, 1999 at the library in Inuksuk High School, Iqaluit, Nunavut.

Central Council in attendance were Donna Stephania, Geraldine Balzer, Cassie Hallett, Anita Murphy, Dianne McDonald, Brian Yamamura, Robin Langill, David Ford, Andrew MacLellan, Jimmy Jacquard, Juan Gill, Michele Buchan, Charlotte Borg and Rodney Corkum. Observers were Dominique Wielgosch and Gayle Reddick.

The first elected Central Executive, consisting of President – Donna Stephania, Vice-President – Geraldine Balzer, Secretary-Treasurer – Rodney Corkum and Regional Presidents Cassie Hallett - Kivalliq, Dianne McDonald - South Baffin, Brian Yamamura - Kitikmeot, Jimmy Jacquard - North Baffin, took office on May 17th, 1999.

Blake Lyons became the first Executive Director of the FNT on July 1st, 1999 with Linda Golding as the first Administrative Assistant. Both Mr. Lyons and Ms. Golding were hired on a part-time basis as support staff for the president.

Colleen Eckert became the first Professional Development Co-ordinator on July 1st, 2000. The FNT contracted out Shirley Bibby, NWTTA PI Coordinator, to be the NPIC Fund Manager.

Lewis Budgell was elected as President and became the second President of the FNT on July 1st, 2001, and was re-elected for a second term that began July 1st, 2003.

On July 1st, 2002, Carolyn Taverner became the full time Executive Assistant and P.I. Fund Manager. She submitted her resignation in 2003, and Debbie Robinson-Duffy was hired as the FNT Executive Assistant and P.I. Fund Manager.

On February 2nd, 2004, Dominique Wielgosch was hired on a term contract to be the Nunavut Teachers Conference 2005 Co-ordinator.

On March 30th, 2005, Jimmy Jacquard was elected as President of the FNT and became the third President of the Federation on July 1st, 2005.

On July 1st, 2005, David Lloyd became the second Professional Improvement Coordinator. Blake Lyons was contracted to be the Executive Director for the Kivalliq and the Kitikmeot regions. Lou Budgell was contracted to be the Executive Director of the Qikiqtani regions.

Central Executive met in Cambridge Bay in January 2006 and conducted a conference call with the members of Central Council. Central Council voted to change By Law 4; Central Council and By-Law 13; Regional Boundaries. By- Law (4)(1)(b) was changed to give regional representation at AMCC one councilor per 40

active members and By-Law 13(1)(a) was changed to increase the number of regions from four to five and a new region to be known as Central Qikiqtani consisting of Iqaluit and Apex was formed.

In June of 2006, the name of the Federation of Nunavut Teachers (FNT) was changed to the Nunavut Teachers' Association (NTA).

On January 2nd, 2007, Emile Hatch was hired as the full time NTA Executive Director.

Jimmy Jacquard was re-elected, in March 2007, to the position of NTA President for 2007-2009.

On August 27th, 2007, Patrick McDermott was hired as the Professional Development Officer.

At the 2008 AMCC, Central Council voted to incorporate a new position into Central Executive. The position of Inuit Member at Large was created, and a territory wide election was held for this position in the fall of 2008.

On August 28th, 2008, Shannon Hessian was hired as the Professional Improvement Coordinator.

Robin Langill was elected, in March 2009, to the position of NTA President for 2009 ± 2011, and was acclaimed for a second term of office from 2011 ± 2013.

In 2010, Helen Hoang was hired as the Coordinator of Teacher Mentorship and Induction. In 2011, Heather Campbell was hired as Interim PI Coordinator, and Coordinator for the 2012 Nunavut Wide Conference. Brian Barry replaced Debbie Robinson Duffy as the NTA Executive Assistant/ NPIC Fund Administrator.

In 2013, Terry Young was elected as NTA President for 2013 ± 2015. Terry was acclaimed for a second term to 2017. Also in 2013, the positions of NTA Member Services Administrator and a second Professional Improvement Coordinator were created. Heather Campbell was hired as the NTA Member Services Administrator, and Jeffrey Avery was hired as a Professional Development Coordinator.

In 2014, Cody Prusky was hired as a Conference Coordinator for a term contract from 2014 ± 2017, and Craig MacGregor served as Professional Improvement Coordinator while Shannon Hessian was on leave.

During the 2014 ± 15 School Year, NTA published a new Strategic Plan, and approved a new Mission Statement. The NTA website was also re launched, along with a new email system. NTA developed and implemented the NTA Teaching Excellence Award, and the first recipient was Becky Tootoo of Baker Lake.

In 2016, Craig MacGregor was hired as Conference Coordinator. Brian Barry became the NTA Financial Controller, and Heather Campbell became the NTA Assistant Executive Director. The 2016 NTA Teaching Excellence Award was presented to Rebecca Hainnu of Clyde River and Mary Piercey of Iqaluit.

In 2017, John Fanjoy was acclaimed as NTA President for the 2017- 2019 term. Also in 2017, Amy Hodggers was hired as the NTA Member Services Administrator. Pascale Baillargeon of Iqaluit was the 2017 recipient of the NTA Teaching Excellence Award.

The 2018 NTA Teaching Excellence Award was presented to Trudi Bruce of Rankin Inlet.

During the 2018 -2019 school year; John Fanjoy, Joey Rhodes, Scott MacDonald, and Becky Tootoo were all reelected as territorial representatives for the 2019 - 2021 term of office. One PD Coordinator position, and the NTA PD Conference Coordinator position were discontinued. Julia MacPherson of Naujaat was the 2019 recipient of the NTA Teaching Excellence Award.

The 2020 NTA Teaching Excellence Award was presented to Marsha Rhodes of Iqaluit. Patricia MacNeil began as the NTA Assistant Executive Director in September 2020, and Sonja Lonsdale began as Director, Member Services.

The 2021 NTA Teaching Excellence Award was presented to Bonita Tucker of Iqaluit. John Fanjoy began as NTA Executive Director in July, 2021, and Justin Matchett became President. Jennie Dawson

was elected as Vice-President; Becky Tootoo was reelected as Inuit Member at Large; Craig MacGregor was elected as Secretary-Treasurer.

The 2022 NTA Teaching Excellence Award was presented to Lucy Mingeriak of Iqaluit. Craig MacGregor was seconded as PD Coordinator for a 3-year term being replaced by Jeff Avery for the 2022-2023 school year. Scott MacDonald was elected as Secretary-Treasurer in a by-election.

Central Executive History

2022-2023 Central Executive

Justin Matchett – President
Jennie Dawson – Vice President
Scott MacDonald – Secretary-Treasurer
Becky Tootoo – Inuit Member at Large
Calbert Hutchison – North Kivalliq President
Kylie Curry – South Kivalliq President
Susan Hillier- Kitikmeot President
Dan Smith – North Qikiqtani President
Joey Rhodes – Central Qikiqtani President
Ed Flynn – South Qikiqtani President

2021-2022 Central Executive

Justin Matchett – President
Jennie Dawson – Vice President
Craig MacGregor -Secretary-Treasurer
Becky Tootoo – Inuit Member at Large
Bernadette O'Brien – North Kivalliq President
Kylie Curry – South Kivalliq President
Jeff Avery – Kitikmeot President
Dan Smith – North Qikiqtani President
Joey Rhodes – Central Qikiqtani
PresidentEd Flynn – South Qikiqtani
President

2020 – 2021 Central Executive

John Fanjoy - President

Joey Rhodes - Vice President

Scott MacDonald - Secretary-Treasurer

Becky Tootoo - Inuit Member at Large

Bernadette O'Brien – North Kivalliq

President

Kylie Curry – South Kivalliq President

Terri Lyn Hall - Kitikmeot President

Dan Smith - North Qikiqtani President

Jennie Dawson - Central Qikiqtani President

Ed Flynn - South Qikiqtani President

2019 – 2020 Central Executive

John Fanjoy - President

Joey Rhodes - Vice President

Scott MacDonald - Secretary-Treasurer

Becky Tootoo - Inuit Member at Large

Katelyn Wyatt - Kivalliq President

Terri Lyn Hall - Kitikmeot President

Lauren Towne - North Qikiqtani President

Jennie Dawson - Central Qikiqtani President

Alyssa Paul - South Qikiqtani President

2018 – 2019 Central Executive

John Fanjoy - President
Joey Rhodes - Vice President
Scott MacDonald - Secretary-Treasurer
Becky Tootoo - Inuit Member at Large
Julia MacPherson - Kivalliq President
Dale Skinner - Kitikmeot President
Reginald Mitchell - North Qikiqtani President
Jennie Dawson - Central Qikiqtani President
Ed Flynn - South Qikiqtani President

2017 – 2018 Central Executive

John Fanjoy - President
Jim Kreuger¹ – Vice President
Scott MacDonald - Secretary-Treasurer
Becky Tootoo - Inuit Member at Large
Julia MacPherson - Kivalliq President
Richard Kurtz - Kitikmeot President
Reginald Mitchell - North Qikiqtani President
Joey Rhodes² - Central Qikiqtani President
Patricia MacNeil³ - South Qikiqtani President

¹ Replaced by Joey Rhodes

² Replaced by Jennie Dawson

³ Replaced by Ed Flynn

2016 – 2017 Central Executive

Terry Young - President

Jim Kreuger - Vice President

John Fanjoy - Secretary-Treasurer

Becky Tootoo - Inuit Member at Large

Julia MacPherson - Kivalliq President

Richard Kurtz - Kitikmeot President

Jay McKechnie - North Qikiqtani President

Joey Rhodes - Central Qikiqtani President

Ed Flynn - South Qikiqtani President

2015 – 2016 Central Executive

Terry Young - President

Jim Kreuger - Vice President

John Fanjoy - Secretary-Treasurer

Rebecca Hainnu¹ - Inuit Member at Large

Julia MacPherson - Kivalliq President

Richard Kurtz - Kitikmeot President

Jay McKechnie - North Qikiqtani President

Kim Masson² - Central Qikiqtani President

Ed Flynn - South Qikiqtani President

¹ Replaced by Becky Tootoo

² Replaced by Joey Rhodes

2014 – 2015 Central Executive

Terry Young - President

Jim Kreuger - Vice President

John Fanjoy- Secretary-Treasurer

Rebecca Hainnu - Inuit Member at Large

Steven Campbell - Kivalliq President

Richard Kurtz - Kitikmeot President

Jay McKechnie - North Qikiqtani President

Kim Masson - Central Qikiqtani President

Lee Hodggers - South Qikiqtani President

2013 – 2014 Central Executive

Terry Young - President

Cody Prusky – Vice President

John Fanjoy - Secretary-Treasurer

Rebecca Hainnu - Inuit Member at Large

Jim Kreuger - Kivalliq President

Richard Kurtz - Kitikmeot President

Vince Pickett¹ - North Qikiqtani President

Kim Masson - Central Qikiqtani President

Edward Flynn - South Qikiqtani President

¹ Replaced by Jay McKechnie

2012 – 2013 Central Executive

Robin Langill - President
Heather Campbell - Vice President
John Fanjoy - Secretary-Treasurer
Ellen Ittunga - Inuit Member at Large
Jim Kreuger - Kivalliq President
Richard Kurtz - Kitikmeot President
Vince Pickett - North Qikiqtani President
Terry Young - Central Qikiqtani President
Amy Smith - South Qikiqtani President

2011 – 2012 Central Executive

Robin Langill - President
Heather Campbell - Vice President
John Fanjoy - Secretary-Treasurer
Ellen Ittunga - Inuit Member at Large
Sally Strutynski - Kivalliq President
Richard Kurtz - Kitikmeot President
Vince Pickett - North Qikiqtani President
Terry Young - Central Qikiqtani President
Stephen Keoughan - South Qikiqtani President

2010 – 2011 Central Executive

Robin Langill - President
Heather Campbell - Vice President
John Fanjoy - Secretary-Treasurer
Meeka Kakudluk - Inuit Member at Large
Reginald Mitchell - Kivalliq President
Richard Kurtz – Kitikmeot President
Vince Pickett - North Qikiqtani President
Patrick McDermott - Central Qikiqtani President
Rebecca Hainnu - South Qikiqtani President

2009 – 2010 Central Executive

Robin Langill - President
Heather Campbell - Vice President
John Fanjoy - Secretary-Treasurer
Meeka Kakudluk - Inuit Member at Large
Reginald Mitchell - Kivalliq President
Richard Kurtz - Kitikmeot President
Vince Pickett - North Qikiqtani President
Patrick McDermott - Central Qikiqtani President
Rebecca Hainnu - South Qikiqtani President

2008 – 2009 Central Executive

Jimmy Jacquard - President
Diane Estabrooks-Larabie¹ - Vice President
Jay Thomas - Secretary-Treasurer
Meeka Kakudluk - Inuit Member at Large
Robin Langill - Kivalliq President
Richard Kurtz - Kitikmeot President
Sheila White - North Qikiqtani President
Barbara Young - Central Qikiqtani President
Rebecca Hainnu - South Qikiqtani President

2007-2008 Central Executive

Jimmy Jacquard - President
Diane Estabrooks-Larabie - Vice President
Jay Thomas - Secretary-Treasurer
Robin Langill - Kivalliq President
Richard Kurtz - Kitikmeot President
Rob Strutz - North Qikiqtani President
Barbara Young - Central Qikiqtani President
Stewart Churchill - South Qikiqtani President

¹ Replaced by Heather Campbell

2006-2007 Central Executive

Jimmy Jacquard - President
John Stewart - Vice President
Diane Estabrooks-Larabie - Secretary-Treasurer
Robin Langill - Kivalliq President
Richard Kurtz - Kitikmeot President
Rob Strutz - North Qikiqtani President
Mike Merriman - Central Qikiqtani President
Dinah Kavik¹ - South Qikiqtani President

2005-2006 Central Executive

Jimmy Jacquard - President
John Stewart - Vice President
Diane Estabrooks-Larabie - Secretary-Treasurer
Robin Langill - Kivalliq President
Richard Kurtz - Kitikmeot President
Rob Strutz - North Qikiqtani President
Monica Nolet² - South Qikiqtani President

2004-2005 Central Executive

Lou Budgell - President
Terri Lynn Hall³ - Vice President
Jay Thomas - Secretary-Treasurer
Robin Langill - Kivalliq President
Richard Kurtz - Kitikmeot President
John Stewart - South Qikiqtani President
Jamie Little - North Qikiqtani President

¹ Replaced by Stewart Churchill

² Replaced by Mike Merriman

³ Replaced by Jimmy Jacquard

2003-2004 Central Executive

Lou Budgell - President
Peter Geikie¹ - Vice President
Jay Thomas - Secretary-Treasurer
Bill Cooper - Kivalliq President
Richard Kurtz - Kitikmeot President
John Stewart - South Qikiqtani President
Jamie Little - North Qikiqtani President

2002-2003 Central Executive

Lou Budgell - President
Peter Geikie - Vice President
Jay Thomas - Secretary-Treasurer
Robin Langill - Kivalliq President
Richard Kurtz - Kitikmeot President
John Stewart - South Qikiqtani President
Andrew MacLellan - North Qikiqtani President

¹ Replaced by Terri Lyn Hall

2001 – 2002 Central Executive

Lou Budgell - President
Peter Geikie - Vice President
Jimmy Jacquard – Secretary Treasurer
Robin Langill - Kivalliq President
Brian Yamamura¹ – Kitikmeot President
Rodney Corkum - South Qikiqtani President
Andrew MacLellan - North Qikiqtani President

2000 – 2001 Central Executive

Donna Stephania - President
Charlotte Borg² - Vice President
Jimmy Jacquard³ – Secretary Treasurer
Robin Langill - Kivalliq President
Brian Yamamura – Kitikmeot President
Lou Budgell – South Qikiqtani President
Andrew MacLellan – North Qikiqtani President

The first election for Central Executive took place in March of 1999.

¹ Replaced by Richard Kurtz

² Replaced by Geraldine Balzer

³ Replaced by Rodney Corkum

1999 – 2000 Central Executive

Donna Stephania - President

Geraldine Balzer - Vice President

Rodney Corkum – Secretary Treasurer

Cassie Hallett - Kivalliq President

Brian Yamamura – Kitikmeot President

Diane McDonald¹ - South Baffin President

Jimmy Jacquard - North Baffin President

¹ Replaced by Charlotte Borg



Section 2: Establishment of NTA as a Legal Entity

CONSOLIDATION OF NUNAVUT TEACHERS' ASSOCIATION ACT

R.S.N.W.T. 1988,c.N-3

(Current to: January 25, 2015)

AS AMENDED BY NORTHWEST TERRITORIES STATUTES:

R.S.N.W.T. 1988,c.114(Supp.)

S.N.W.T. 1995,c.11

S.N.W.T. 1995,c.28

In force July 1, 1996: SI-003-96

S.N.W.T. 1996,c.1

S.N.W.T. 1998,c.5

AS AMENDED BY STATUTES ENACTED UNDER SECTION
76.05 OF NUNAVUT ACT:

S.N.W.T. 1998,c.37

In force April 1, 1999

AS AMENDED BY NUNAVUT STATUTES:

S.Nu. 2006,c.10,s.1

s.1 in force June 15, 2006

S.Nu. 2010,c.3,s.11

s.11 in force March 23, 2010

S.Nu. 2010,c.7,s.6

s.6 in force June 10, 2010

S.Nu. 2013,c.19

In force May 16, 2013

S.Nu. 2013,c.26,s.91

s.91 in force September 17, 2013

This consolidation is not an official statement of the law. It is an office consolidation prepared for convenience only. The authoritative text of statutes can be ascertained from the Revised Statutes of the

Northwest Territories, 1988 and the Annual Volumes of the Statutes of the Northwest Territories (for statutes passed before April 1, 1999) and the Statutes of Nunavut (for statutes passed on or after April 1, 1999).

A copy of a statute of Nunavut can be obtained from the Territorial Printer at the address below. The

Annual Volumes of the Statutes of Nunavut and this consolidation are also available online at

<http://www.justice.gov.nu.ca/english/legislation.html> but are not official statements of the law.

Any certified Bills not yet included in the Annual Volumes of the Statutes of Nunavut can be obtained through

the Office of the Clerk of the Legislative Assembly.

Territorial Printer

Legislation Division

Department of Justice

Government of Nunavut Tel.: (867) 975-6305

P.O. Box 1000, Station 550 Fax: (867) 975-6189

Iqaluit, NU X0A 0H0 Email: Territorial.Printer@gov.nu.ca

GLOSSARY OF TERMS USED IN CONSOLIDATIONS

Miscellaneous

c. means "chapter".

CIF means "comes into force".

NIF means "not in force".

s. means "section" or "sections", "subsection" or "subsections", "paragraph" or "paragraphs".

Sch. means "schedule".

SI-005-98 means the instrument registered as SI-005-98 in 1998.

(Note: This is a Northwest Territories statutory instrument if it is made before April 1, 1999, and a Nunavut statutory instrument if it is made on or after April 1, 1999 and before January 1, 2000.)

SI-012-2003 means the instrument registered as SI-012-2003 in 2003. (Note: This is a Nunavut statutory instrument made on or after January 1, 2000.)

Citation of Acts

R.S.N.W.T. 1988,c.D-22 means Chapter D-22 of the Revised Statutes of the Northwest Territories, 1988.

R.S.N.W.T. 1988,c.10(Supp.) means Chapter 10 of the Supplement to the Revised Statutes of the Northwest Territories, 1988. (Note: The Supplement is in three volumes.)

S.N.W.T. 1996,c.26 means Chapter 26 of the 1996 Annual Volume of the Statutes of the Northwest Territories.

S.Nu. 2002,c.14 means Chapter 14 of the 2002 Annual Volume of the Statutes of Nunavut.

NUNAVUT TEACHERS' ASSOCIATION ACT

INTERPRETATION

Definitions

1. In this Act,

"Association" means the Nunavut Teachers' Association referred to in subsection 2(1); (*Association*)

"by-laws" means by-laws of the Association made under subsection 4(1); (*règlements administratifs*)

"Central Council" means the governing body of the Association referred to in subsection 5(1); (*conseil central*)

"Central Executive" means the Central Executive of the Association elected pursuant to subsection 7(1); (*bureau de direction*)

"discipline committee" means a discipline committee established under subsection 26(1); (*comité de discipline*)

"district education authority" means a district education authority as defined in the *Education Act*; (*administration scolaire de district*)

"member" means a person who is registered as a member of the Association; (*membre*)

"President" means the president of the Association; (*président*)

"teacher" means a person who is a member of the bargaining unit established for teachers under the *Public Service Act*; (*enseignant ou enseignante*)

S.N.W.T. 1996, c.1, s.12; S.N.W.T. 1995, c.28, s.155(2);

S.N.W.T. 1998, c.37, Sch.E, s.1.2.3(a), 4(a); S.Nu. 2006, c.10, s.1(2)(a), (3), (5);

S.Nu. 2010, c.3, s.11(2); S.Nu. 2010, c.7, s.6(2), (3), (4), (5); S.Nu. 2013, c.19, s.2(a), 3.

NUNAVUT TEACHERS' ASSOCIATION

Association

2. (1) The Nunavut Teachers Association is continued and shall be known as the "Nunavut Teachers' Association".

Head office

(2) The head office of the Association shall be in Nunavut.

Powers of Association

(3) The Association, in addition to the powers vested in it by the *Interpretation Act*, may

- (a) acquire and hold real property and sell, lease or otherwise dispose of it at pleasure;
- (b) borrow money for the purposes of the Association and mortgage or charge property of the Association, but not its sources of funds, as security for moneys borrowed;
- (c) invest any moneys of the Association in securities in which trustees may invest under the *Trustee Act*;
- (d) enter into association or affiliation with any other association having similar objects and purposes and pay dues to that association; and
- (e) bargain and enter into collective agreements with the employers of its members on behalf of its members.
S.N.W.T. 1998,c.37,Sch.E,s.3(b),4(b),5;
S.Nu. 2006,c.10,s.1(2)(b),(4),(5); S.Nu. 2013,c.19,s.2(b),4.

Objects of Association

3. The objects of the Association are

- (a) to promote high quality education;
- (b) to promote high ethical standards in the teaching profession;
- (c) to promote the continuing education, training, skill and proficiency of its members;
- (d) to encourage the entry of residents of Nunavut into the teaching profession;
- (e) to advise, assist, govern and discipline its members;
- (f) to unite the members of the Association for their mutual improvement, socially, mentally and physically and for their protection and common and individual welfare; and
- (g) to enter into collective bargaining negotiations for the purpose of concluding collective agreements with the employers of its members.
S.N.W.T. 1998,c.37,Sch.E,s.3(c),4(c); S.Nu. 2006,c.10,s.1(5);
S.Nu. 2013,c.19,s.5.

By-laws of Association

4. (1) The Association in general meeting may make by-laws not inconsistent with this Act or the regulations

- (a) respecting the nomination, election, appointment, terms of office, remuneration, powers and duties of members of the Central Council or any committee or administrative group within the Association;
- (b) respecting the qualifications and disqualifications for holding office as a member of the Central Council or any committee or administrative group within the Association;

- (c) respecting the time, place and conduct of meetings of the Association, including the procedure for voting on by-laws;
- (c.1) respecting notices related to elections and general meetings that are to be given to members;
- (d) respecting the management of the property, affairs and internal organization and administration of the Association;
- (e) respecting the maintenance of the Association and the fixing and collecting of annual and other fees payable by members of the Association;
- (f) respecting the enrolment of members and their government and discipline including their reprimand, suspension, expulsion and reinstatement;
- (g) respecting the appointment or election of members to, and the conduct of, investigating committees to inquire into and investigate formal complaints against members;
- (h) respecting the procedures for appointing or electing negotiators for the Association and the procedures for consulting with the membership as to proposed collective agreements;
- (i) establishing the terms and conditions on which approval for membership may be given;
- (j) providing for the appointment of an auditor or legal counsel or both for the Association;
- (j.1) respecting the disciplinary process for members, including respecting investigations and hearings;
- (k) providing for the rights and privileges of different categories of members;
- (l) providing for the adoption, custody and use of the seal of the Association; and
- (m) for the management and conduct of the affairs of the Association.

By-laws to be available to the public

(2) The Association shall ensure that the by-laws are available for review by the public. S.N.W.T. 1998,c.37,Sch.E,s.3(c); S.Nu. 2006,c.10,s.1(5); S.Nu. 2013,c.19,s.6.

Central Council

5. (1) The affairs of the Association shall be managed and conducted by the Central Council, which shall be composed of the number of persons specified by the by-laws to be elected from among the membership of the Association in accordance with the by-laws.

Term of office

(2) The members of the Central Council shall hold office for the terms that may be specified in the by-laws. S.N.W.T. 1998,c.37,Sch.E,s.3(d); S.Nu. 2006,c.10,s.1(5); S.Nu. 2013,c.19,s.7.

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Powers of Central Council

- 6.** The Central Council may, by resolution,
- (a) authorize the Association to establish lectures and classes for its members;
 - (b) authorize the Association to enter into agreements with educational institutions for the attendance of members at classes and lectures;
 - (c) authorize the Association to enter into contracts;
 - (d) appoint representatives to appear on behalf of and represent the Association;
 - (e) authorize the Association to enter into group insurance contracts insuring the lives or incomes of members or insuring members against any risks that may be incurred in the teaching profession;
 - (f) authorize the distribution to members of memoranda or publications; and
 - (g) take the action and incur the expenses that it considers necessary for the protection, interest or welfare of the Association or its members.
- S.N.W.T. 1998,c.37,Sch.E,s.3(e); S.Nu. 2006,c.10,s.1(5).

Election of Central Executive members

- 7.** (1) The Central Executive of the Association shall be elected from among the membership of the Association in accordance with the by-laws.

Appointments

- (2) The Executive Director of the Association and other officers that may be required by the Association shall be appointed in accordance with the by-laws.

Executive Director

- (3) The Executive Director is the chief administrative officer of the Association.
S.N.W.T. 1998,c.37,Sch.E,s.3(e); S.Nu. 2006,c.10,s.1(5).

General meetings

- 8.** (1) The Association shall, at least once in each year, hold a general meeting of the elected representatives of the Association to be held at the place and time that the Central Executive determines.

Report of President

- (2) At each general meeting referred to in subsection (1), the President shall present a report of the proceedings of the Central Executive since the previous general meeting.

Financial statement

- (3) A statement of the financial business and financial status of the Association since the previous general meeting shall be given by the Treasurer at each general meeting of the Association. S.N.W.T. 1998,c.37,Sch.E,s.3(f); S.Nu. 2006,c.10,s.1(5).

Notice to members

8.1. The Association shall, in accordance with the by-laws, give its members reasonable notice of elections referred to in sections 5 and 7 and general meetings referred to in section 8. S.Nu. 2013,c.19,s.8.

Meetings of Central Executive

9. The Central Executive shall, in accordance with the by-laws, hold meetings at the places and times that the President determines.

REGISTRATION AND MEMBERSHIP

Register

10. (1) The Central Executive shall cause to be kept a record called the Nunavut Teaching Register in which shall be entered the name of and any other information that may be required by the by-laws pertaining to each person who is accepted as a member of the Association.

Registration

(2) A person is registered when his or her name is entered in the Register under subsection (1).

Inspection of Register

(3) The Register

- (a) shall be kept at the head office of the Association; and
- (b) shall be open for inspection at any time that the head office of the Association is open.

S.N.W.T. 1998,c.37,Sch.E,s.3(g).6; S.Nu. 2006,c.10.s.1(5).

Membership

11. (1) Subject to subsection (2), every teacher who is employed by the Minister responsible for the *Education Act* is, upon employment, entitled to be registered as a member of the Association and is entitled to continue to be a member until his or her employment ceases or his or membership is terminated in accordance with this Act, the regulations or the by-laws.

Refusal to register

(2) The Association may declare that a person employed as a teacher is not eligible for membership in the Association and may refuse to register that person or terminate his or her membership, as the case may require.

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Transition, substitute teachers

(3) Subject to subsection (2), a substitute teacher who is employed by a district education authority on or before June 30, 2013 is, upon employment, entitled to be registered as a member of the Association and is entitled to continue to be a member until the end of that day unless before that day, his or her employment ceases or his or her membership is terminated in accordance with this Act, the regulations or the by-laws. S.N.W.T. 1995,c.28,s.155(3); S.N.W.T. 1998,c.37,Sch.E.s.3(h),7(a); S.Nu. 2006,c.10,s.1(5); S.Nu. 2010,c.7,s.6(6); S.Nu. 2013,c.19,s.9.

Notice, teachers other than substitutes

12. (1) When the Minister responsible for the *Education Act* employs a teacher, other than a substitute teacher, the Minister shall notify the Association in writing

- (a) before the starting date of the employment, of the name of the teacher and the date of commencement of his or her employment; and
- (b) within 30 days after the starting date of the employment, of the amount of salary to be paid to the teacher.

Notice, substitute teachers

(2) The Minister responsible for the *Education Act* shall provide the following information in writing each month to the Association:

- (a) the number of substitute teachers employed in the preceding month in each education district established under the *Education Act*; and
- (b) the name of, and the rate of pay for, every substitute teacher employed in the preceding month.
S.N.W.T. 1995,c.28,s.155(4);
S.N.W.T. 1998,c.37,Sch.E.s.3(h),7(a); S.Nu. 2006,c.10,s.1(5);
S.Nu. 2010,c.7,s.6(7); S.Nu. 2013,c.19,s.9.

13. Repealed, S.Nu. 2013,c.19,s.9.

Fees

14. Every member shall pay to the Association the fees that may be fixed by by-law. S.N.W.T. 1998,c.37,Sch.E.s.3(h); S.Nu. 2006,c.10,s.1(5).

Categories of membership

15. (1) The membership of the Association includes active, associate, life, honorary and student members.

(2) **Repealed, R.S.N.W.T. 1988,c.114(Supp.),s.2.**

R.S.N.W.T. 1988,c.114(Supp.),s.2; S.N.W.T. 1998,c.37,Sch.E.s.3(h);
S.Nu. 2006,c.10,s.1(5)

Active members

15.1. (1) Only a teacher who is a member of the bargaining unit established by paragraph 55(5)(c) of the *Public Service Act* may be an active member.

Leave of absence

(2) A teacher while on a leave of absence from their position in the bargaining unit established by paragraph 55(5)(c) of the *Public Service Act* continues to be an active member.

Immediate past Presidents

(3) Notwithstanding subsection (1), a teacher who retires immediately after holding the office of President may continue to be an active member for a period of one year after the expiry of his or her term of office. R.S.N.W.T. 1988,c.114(Supp.),s.3; S.N.W.T. 1995,c.28,s.155(5); S.N.W.T. 1998,c.37,Sch.E,s.8; S.Nu. 2010,c.7,s.6(8); S.Nu. 2013,c.26,s.91(2).

Associate members

16. The following are eligible to become associate members by applying personally and by paying the required fee:

- (a) **repealed, S.Nu. 2013,c.19,s.10:**
- (a.1) teachers who are not members of the bargaining unit established by paragraph 41(1.4)(c) of the *Public Service Act*;
- (b) unemployed teachers;
- (c) **repealed, R.S.N.W.T. 1988,c.114(Supp.),s.4;**
- (d) retired teachers;
- (e) professional employees of the Association; and
- (f) others as determined by the Central Executive.
R.S.N.W.T. 1988,c.114(Supp.),s.4; S.N.W.T. 1995,c.28,s.155(6);
S.N.W.T. 1998,c.37,Sch.E,s.3(i),7(b); S.Nu. 2006,c.10,s.1(5);
S.Nu. 2010,c.7,s.6(9); S.Nu. 2013,c.19,s.10.

Life members

17. The Central Council may grant life membership to retired teachers under the conditions that may be established by by-law.

Honorary members

18. The Central Council may confer honorary membership in the Association on any person under the conditions that may be established by by-law.
S.N.W.T. 1998,c.37,Sch.E,s.3(j); S.Nu. 2006,c.10,s.1(5); S.Nu. 2013,c.19,s.11.

Students

19. Students who are enrolled in full-time courses of study leading to certification as teachers may become student members of the Association under the conditions that may be established by by-law. S.N.W.T. 1998,c.37,Sch.E,s.3(j); S.Nu. 2006,c.10,s.1(5).

Rights of active members

20. Active members have the right to vote and to hold office in the Association and are subject to this Act and the by-laws. S.N.W.T. 1998,c.37,Sch.E,s.3(j); S.Nu. 2006,c.10,s.1(5).

Other members

21. Life, honorary, associate and student members do not have the right to vote or hold office in the Association. S.N.W.T. 1998,c.37,Sch.E.s.3(j); S.Nu. 2006,c.10.s.1(5); S.Nu. 2013,c.19,s.12.

Appeal

22. (1) Where the Association refuses or neglects to register a person or refuses or neglects to renew the registration of a person, the person aggrieved may, within 30 days after the day on which the person receives knowledge of that, commence an appeal in accordance with the appeal procedures set out in the by-laws.

Application to Nunavut Court of Justice

(2) Where, after an appeal under subsection (1) has been heard, the person remains aggrieved, the person may apply to the Nunavut Court of Justice, which on due cause shown, may make an order directing the Association to grant or renew the registration or make any other order that is warranted by the facts.

Order

(3) An order made under subsection (2) is final and conclusive and shall be acted on without delay by the Association and, where applicable, by the employer of the person aggrieved. S.N.W.T. 1998,c.37,Sch.E.s.3(j).9(a); S.Nu. 2006,c.10.s.1(5).

DISCIPLINARY PROCEEDINGS

23. Repealed, S.Nu. 2013,c.19,s.13.

Professional misconduct

24. Without restricting the generality of the expression "professional misconduct", a member is guilty of professional misconduct who

- (a) in the course of his or her profession knowingly provides or condones a false or misleading oral or written statement;
 - (b) impersonates another member;
 - (c) permits his or her name or picture to be used in connection with the advertisement of any product that is or may be used for teaching purposes in Nunavut;
 - (d) irresponsibly divulges professional confidences;
 - (e) acts fraudulently for the purpose of procuring registration for himself or herself or another;
 - (f) contravenes any code of ethics adopted by the Association by by-law; or
 - (g) is convicted of a criminal offence, the nature of which could affect or reflect on the ethics of the teaching profession.
- S.N.W.T. 1998,c.37,Sch.E.s.3(l),4(d); S.Nu. 2006,c.10.s.1(5).

Review of complaint

25. (1) If the Association receives a complaint in writing alleging professional misconduct, contravention of the by-laws of the Association or incompetence on the part of a member, the President and the Executive Director, or either of them, as may be provided in the by-laws, shall review the complaint in accordance with the by-laws and shall refer the complaint to the discipline committee for investigation unless after the review it is decided that the complaint is frivolous or vexatious or can be resolved without referring it to the discipline committee.

Frivolous or vexatious complaints

(2) A complaint is deemed to be dismissed if in the review required by subsection (1) it is found to be frivolous or vexatious.

Prompt reviews, investigation and hearing

(3) The Association shall ensure that reviews, investigations and hearings are held and decisions are rendered promptly.

Timelines

(4) The Association shall, by by-law, establish timelines that should be met in the conduct of reviews, investigations and hearings.

Alternates

(5) If the by-laws require that both the President and the Executive Director conduct a review under subsection (1), the Association may, by by-law, provide for the appointment of an officer of the Association to act in the place of the President or Executive Director if the President or Executive Director is unable to act in a particular case. S.N.W.T. 1998,c.37, Sch.E.s.3(m); S.Nu. 2006,c.10,s.1(5); S.Nu. 2013,c.19,s.14.

Discipline committee

26. (1) The Association shall establish a discipline committee for the purposes of

- (a) investigating, in accordance with the by-laws, a complaint referred to it under subsection 25(1); and
- (b) holding a hearing in respect of a complaint if, after considering the results of an investigation, the committee is of the opinion that a hearing should be held in respect of the complaint.

Composition

(2) The discipline committee shall be composed of three members of the Association.

Alternate members

(3) The Association may, by by-law, provide for the appointment of members of the Association as alternate members of the discipline committee to act if one or more permanent members of the committee is unable to act in a particular case.

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Delegation of investigation function

(4) The Association may, by by-law, delegate the functions of investigating complaints to a committee of the Association other than the discipline committee but it shall not delegate the hearing function. S.Nu. 2013.c.19,s.14.

Investigations, natural justice and privacy

27. (1) The investigation of a complaint by the discipline committee or by another committee shall be conducted in private and the rules of natural justice, other than the right to be heard, apply to the investigation.

Report to discipline committee

(2) If a committee other than the discipline committee investigates a complaint, the committee shall, in accordance with the by-laws, report its findings and recommendations to the discipline committee which shall consider the report and decide whether a hearing is required as provided in the by-laws. S.Nu. 2013.c.19,s.14.

Hearings, natural justice and privacy

28. (1) Hearings by the discipline committee shall be conducted in private and in accordance with the rules of natural justice, including the right of the member who is the subject of a complaint to be heard by the committee.

Powers of discipline committee

- (2) Subject to subsection (1), the discipline committee may
- (a) summon and bring before it any person whose attendance it considers necessary to enable it to inquire properly into the matter complained of;
 - (b) ascertain the facts in the manner that it considers necessary;
 - (c) administer oaths and affirmations and examine all persons sworn;
 - (d) do all things that it considers necessary to provide a full and proper inquiry; and
 - (e) make findings as to the conduct and discipline of a member.

Evidence

(3) Subject to subsection (1), the discipline committee is not bound by the laws of evidence applicable to judicial proceedings.

Counsel

(4) The Association and any member whose conduct is being investigated or in respect of whom a hearing is being held have the right to be represented by counsel. S.Nu. 2013.c.19,s.14.

Report on investigation

28.1. (1) If the discipline committee decides that no hearing is required in respect of a complaint, the committee shall submit, in accordance with the by-laws, a full report on the investigation and its decision to the Central Executive.

No discipline without hearing

(2) The discipline committee may recommend disciplinary action without holding a hearing only if the committee scheduled a hearing and the member without reasonable excuse delivered to the committee on or before the day of the hearing failed to appear.

Report to Central Executive

(3) The discipline committee shall submit, in accordance with the by-laws, a full report to the Central Executive on any hearing held by the committee or any decision it makes following the failure of a member to attend a hearing as described in subsection (2) and the report shall include the committee's recommendations, if any, with respect to disciplinary action.

Decision of Central Executive

(4) The Central Executive shall, in accordance with the by-laws, consider the report of the discipline committee, render its decision on the matter and take the action that it considers necessary and proper in the circumstances. S.Nu. 2013.c.19.s.14.

Discipline

29. (1) The Central Executive may, in accordance with the by-laws and on the advice of the discipline committee, order the suspension or expulsion of a member either permanently or for a specified period of time, or may otherwise reprimand the member where it has been shown to the satisfaction of the Central Executive that the member has been guilty of professional misconduct or a contravention of the by-laws or is incompetent.

Notice to registrar

(2) The Association shall notify the registrar appointed under section 119 of the *Education Act* when it disciplines a member.

Contents of notice

(3) The notice required by subsection (2) shall be given to the registrar as soon as possible after the disciplinary action is taken and shall set out

- (a) the name of the member;
- (b) a statement of whether the member was suspended, expelled or reprimanded;
- (c) the length of any suspension or expulsion; and
- (d) a brief statement of the facts that caused the disciplinary action to be taken.

Action by registrar

(4) The registrar shall treat a notice under subsection (2) in the same manner as a complaint made in writing to the registrar. S.Nu. 2013.c.19.s.15.

Appeal

30. (1) Where the Central Executive orders the suspension, expulsion or reprimand of a member under section 29, the member may, on originating notice, appeal to a judge of the Nunavut Court of Justice within 30 days after the suspension, expulsion or reprimand.

Nature of appeal

(2) The proceedings of an appeal under subsection (1) shall be in the nature of a re-hearing on which the judge of the Nunavut Court of Justice may make an order, including an order as to costs, that the judge considers just.

Order

(3) An order made under subsection (2) is final and binding on the member and on the Association. S.N.W.T. 1998,c.37,Sch.E.s.3(n),9(b); S.Nu. 2006,c.10,s.1(5).

REGULATIONS

Regulations

31. The Commissioner, on the recommendation of the Minister, may make regulations that the Commissioner considers necessary to carry out the purposes of this Act.

32. Repealed, S.Nu. 2006,c.10,s.1(6).

33. Repealed, S.Nu. 2006,c.10,s.1(6).



Section 3: By-Laws of the NTA

By-law 1: General

1. The Nunavut Teachers' Association is a member of the Canadian Teachers' Federation. The Nunavut Teachers' Association office shall be in Iqaluit.

By-law 2: Membership and Membership Fees

1. Membership in the Nunavut Teachers' Association is open to:

1. A retiring immediate past president of the Nunavut Teachers' Association;
2. A teacher on leave of absence with or without pay or allowances;
3. Anyone who holds a Nunavut Teaching Certificate and is engaged in teaching or providing instruction in a **public, primary, or secondary school in Nunavut**;
4. Employees included in the NTA Bargaining Unit; and
5. Substitute teachers are Active NTA members during the actual day(s) that they substitute.

2. The following are eligible to become associate members by applying personally and by paying the required fee:

1. Teachers who are not members of the bargaining unit established by paragraph 41(1.4)(c) of the Public Service Act;
2. unemployed teachers;
3. retired teachers;
4. professional employees of the Association;
and
5. others as determined by the Central Executive.

3. The Central Council may confer honorary membership in the Nunavut Teachers' Association on:

1. Any person;
2. Honorary membership shall recognize outstanding contributions to education in the Nunavut Territory or to the Nunavut Teachers' Association; and
3. Nominations for honorary NTA membership shall come from an Active NTA Member.

4. Life membership shall recognize:

1. Long term membership of ten (10) years or more and service to the Nunavut Teachers' Association/NWTTA (before April 1st, 1999) at the School, Regional or Central Executive level
2. Service in a Nunavut Teachers' Association capacity shall be verified by the nominator prior to nominating a retiring teacher for Life Membership
3. A retired teacher is defined as those Nunavut Government employees who are eligible for an annuity; and
4. Nominations for lifetime NTA membership shall come from an Active NTA Member.

5. Student Membership

1. Students who are currently enrolled in their 4th year of the Nunavut Teacher Education Program (NTEP) are eligible to become student members of the Nunavut Teachers' Association;

2. The student membership fee shall be 1.7% of the tuition for the NTEP program; and
3. Students shall be eligible to attend conferences in the community where they are attending NTEP, subject to the conditions set out by Central Executive.

6. Membership Fee

The Nunavut Teachers' Association membership fee shall be 1.7% of the employees' salary. Salary shall include salary grid placement plus supervisory/administration allowances, language allowances and professional allowances.

7. Active Membership

NTA members in good standing and presently employed by the Government of Nunavut are active members of NTA. Substitute teachers are active members of NTA during the actual day(s) that they substitute.

8. Central Executive shall have the power to revoke or suspend membership in the NTA upon recommendations from the discipline committee.

By-law 3: Rights and Responsibilities of Members

1. Active members have the right to vote and hold office in the Nunavut Teachers' Association and are subject to all provisions of the By-laws.

1. Members on leave from their NTA position may vote via NTA email to a designated representative, or they may present themselves at the nearest school to vote.
2. In the case of a vote cast via email, the email shall be included in the collection and submission of ballots.
3. If voting at a school other than one's own, members will indicate their school on the voter signature sheet at the school in which they cast their ballot.

2. Life, Honorary, Associate and Student members do not have the right to vote or hold office in the Nunavut Teachers' Association and are not subject to the disciplinary provisions contained in the By-laws.

3. No constitution or by-laws of any regional organization of this Nunavut Teachers' Association shall include any provisions which deprive any member of their rights and responsibilities as provided in these Bylaws.

4. Notwithstanding 3.1 and 3.3, members elected to executives and/or appointed to committees must reside in the region/territory.

By-law 4: Central Council

(Amendments shall take effect July 1st, 2022)

1. The Central Council shall consist of:

1. The Central Executive (Regional Presidents shall be deemed a representative of their region);

2. Councilors from each Region on the basis of one Councilor per every fifty (50) active members or major portion thereof selected in accordance with the following:

1. Regions having 1 Councilor: the Regional President;
2. Regions having 2 Councilors: the Regional President and Vice-President;
3. Regions having 3 Councilors: the above officers plus the Regional Inuit Member-at-Large; and
4. Regions having 4 (or more): the above officers plus Regional Secretary-Treasurer elected in the region by its members or appointed by the Regional Executive.

3. Only for the purposes of the Annual Meeting of Central Councilors, bona fide delegates to AMCC who are not Central Councilors shall be the authorized alternates for Central Councilors and shall have all the rights, duties, powers and prerogatives of Central Councilors.

2. The duties of the Central Council shall be:

1. To fix honoraria of members of the Executive and members of NTA Committees;
2. To receive reports of the Central Executive and of Chairpersons of Committees;
3. To give direction and advice to the Executive on any matter requiring attention before the next Annual meeting;
4. To give assistance and advice in preparing the agenda for the Annual meeting;
5. To meet at least once every year;
6. To exercise control over financial affairs of the Nunavut Teachers' Association and to make all appropriations of its funds;
7. To confer life membership;
8. To confer honorary membership; and

9. To call for a referendum, when necessary, exclusive of a ratification vote.

3. The Central Council may transact business by mail, facsimile, electronic mail or telephone. In such event a copy of the resolution or motion to be voted on shall be sent to every Council member. The vote shall be verbal in the case of business conducted by phone, or in writing in the cases of business conducted by mail, facsimile or electronic mail. A favorable vote of a majority of the Central Council members received within a set deadline after the forwarding of such resolutions or motion shall be necessary to the adoption thereof. The Secretary- Treasurer or President shall preserve the ballots until the next Central Council meeting.

4. Sixty percent of the members of Central Council shall constitute a quorum.

5. The President shall not be assigned to any region for the purposes of determining active members within a Nunavut Teachers' Association region.

6. The term major portion thereof shall be interpreted as fifty percent plus one (50%+ 1). The major portion of fifty members shall be twenty-six (26) members or more.

By-law 5: Annual Meeting of Central Council (AMCC)

1. General

1. The Annual Meeting of Central Council shall be held at a time, date, and format designated by Central Council.
2. Those entitled to a vote on general issues at the Annual meeting shall be the members of the Central Council.
3. All members of the Nunavut Teachers' Association may attend the Annual Meeting.
4. For specific purposes (e.g. audio recording of AMCC), the Association may require an audio and/ or video recording of an NTA meeting or may permit accredited media to record a portion of a meeting. No other audio/ video recording of an NTA meeting shall occur without express permission from the Association. For the purposes of this policy, such permission may be provided by the President or the Executive Director. If such permission is granted, all meeting participants shall be notified that such recording is taking place.

2. Duties of the Annual Meeting

The duties of the Annual Meeting shall be:

1. To instruct the Executive to take action on the decisions of the Annual Meeting;
2. To amend the by-laws and policies;
3. To receive the financial statement of the Secretary-Treasurer;
4. To determine matters of general policy;
5. To approve a budget for the succeeding year; and
6. To transact other business that may be brought before it.

3. Method of Voting

1. The business of the Nunavut Teachers' Association shall be conducted by show of hands.
2. A secret ballot may be requested by any councilor; however, approval by simple majority of the AMCC is required.

3. Proxy votes shall be acceptable provided the circumstances giving rise to the proxy are approved by sixty percent of AMCC.
4. The delegation of proxy shall be the responsibility of the Regional President or their designated member.

4. Rules of Procedure

The proceedings of the Annual Meeting of Central Council shall be governed by the special rules which, have been or may be adopted. Roberts' Rules of Order shall be the final authority.

By-law 6 – Central Executive

1. General

1. The Central Executive shall consist of:
 1. President;
 2. Vice-President;
 3. Secretary-Treasurer;
 4. Inuit Member-At-Large;
 5. North Qikiqtani Regional President;
 6. South Qikiqtani Regional President;
 7. Central Qikiqtani Regional President;
 8. Kitikmeot Regional President;
 9. North Kivalliq Regional President, and;
 10. South Kivalliq Regional President
2. The President, Vice President, Secretary Treasurer, and Inuit MAL shall be elected by mail ballot in accordance with By-law 8.
3. No member of the Central Executive shall hold more than one Central Executive office.
4. Seconded members working in positions funded by the NTA PD Fund, under the direction of the Executive Director and/ or NTA President may be nominated for Central Council positions. If successful in elections, they shall resign from their seconded position prior to accepting office.

Members currently holding elected office as part of Central Council may apply for seconded

positions funded by the NTA PD Fund. If successful in their job application, they shall resign from their elected office prior to accepting the seconded position.

2. The duties of the Central Executive shall be:

1. To carry out the instructions of the Annual meeting of Central Council;
2. To deal with all matters which, in its opinion, require action between meetings;
3. To arrange and direct all communications with the Canadian Teachers' Federation;
4. To consult with the Canadian Teachers' Federation, the Department of Education and other bodies concerning legislation which affects schools, teachers, and courses of study;
5. To keep in touch with the Chairpersons of standing and special committees in order to be informed of the progress of these different committees;
6. To employ staff in carrying out the work of the Nunavut Teachers' Association;

7. To pay all legitimate expenses incurred in the conduct of authorized Nunavut Teachers' Association' business;
8. To fill vacancies that may occur between Annual meetings on the Central Executive in accordance with By-Law 8.7;
9. To appoint the Executive Members in Charge of all Standing Committees at the first meeting;
10. To appoint such special committees as may from time to time appear necessary;
11. To appoint, and set terms of reference for representatives of NTA that serve terms of office on third party committees or in representative positions to affiliate organizations;
12. To issue regular communications to keep the membership informed of Nunavut Teachers' Association' business;
13. To establish procedures for the conduct of collective bargaining, specifically in the following areas:
 1. Preparation of bargaining proposals;
 2. Method of selection of the negotiating committee;

3. Ratification following signing of a memorandum of agreement; and

4. Steps to be taken in the event of a breakdown in negotiations.

14. To assign duties not included in By-law 7 of Central Executive Officers;

15. To set the date for election to Executive Officer positions, and

16. To arrange and facilitate training for all regional executives

3. Voting Methods

The Central Executive may determine the method of voting at its meetings.

4. Meetings and Quorum

Meetings of the Central Executive shall be called from time to time by the President. At such meetings, five (5) members shall constitute a quorum.

5. Delegates to the Canadian Teachers' Federation (CTF) Annual General Meeting:

1. The President and Executive Director shall attend the CTF AGM;

2. Alternates

1. If funds are available, the Vice President, Secretary- Treasurer, or Inuit-Member- At- Large may attend the CTF AGM as an alternate voter at the discretion of Central Executive; and

2. If further funds are available, one of the Regional Presidents may attend the CTF AGM as an alternate voter at the discretion of Central Executive.

3. Possible alternates that wish to attend the CTF AGM shall submit a letter of interest to Central Executive no later than April 1st of the year in which they wish to attend. Central Executive shall choose or approve delegates to the CTF AGM.

By-law 7: Duties of Central Executive Officers

1. The President shall:

1. Call meetings of Central Executive and Central Council;
2. Preside over the above-mentioned meetings;
3. Be a member ex-officio of all committees;
4. Represent the Nunavut Teachers' Association officially;
5. Be legal custodian of the property of the Nunavut Teachers' Association, but shall not have the power to acquire or dispose of said property;
6. Shall serve as CTF Director; and
7. The President's duties and responsibilities are to be as directed by Central Executive in accordance with its by-laws and policies.

8. The Vice-President shall:

1. Assume the duties of the President in the event of a vacancy in that position or the President's inability to perform their duties, or in their absence;
2. Assist the President by acting for them when requested;
3. Assist other Executive Officers as directed by Central Executive;
4. Chair the NTA Public Relations Committee;
5. Chair the NTA Teaching Awards Committee;
6. Sit on the NTA Legislative Committee; and
7. Perform other duties as specified by Central Executive;

9. The Secretary-Treasurer shall:

1. Chair the NTA Finance Committee
2. Ensure that the minutes of meetings of Central Executive are recorded;

3. Ensure that minutes are typed, circulated, filed promptly after each meeting of Central Executive;
4. Exercise general financial control and supervision over the Nunavut Teachers' Association by ensuring that:
 1. All funds received by the Nunavut Teachers' Association are deposited at such banking institution as may be specified by Central Executive;
 2. Receipts, as required, are issued for funds received by the Nunavut Teachers' Association;
 3. All cheques are properly signed and countersigned by two of the three designated officers of the Nunavut Teachers' Association (President, Vice-President, Secretary- Treasurer) or another member as designated at AMCC;
 4. All accounts are authorized before payment is made;
 5. Accurate records of membership and membership fees are kept; and

6. Financial records of the Nunavut Teachers' Association are kept in an accurate and current condition;
5. Present a financial report and proposed budget to Central Council at AMCC or such other time as may be designated by Central Council;
6. Cause to have the books audited at the end of the fiscal year; and
7. Perform other duties as specified by Central Executive.

10. The Inuit Member-At-Large:

1. Shall chair the Inuit Educators Committee;
2. Shall serve as a voting member on the Collective Bargaining Committee, and
3. Shall perform other duties as specified by Central Executive

11. The Past President in an ex-officio capacity may:

1. Provide advice and assistance to the President; and
2. Perform other duties as specified by Central Executive.

12. The Regional Presidents

Shall in addition to duties specified in Bylaw 15.5 perform other duties as specified by Central Executive.

By-law 8: Nomination and Election of Executive Officers

1. Nominations Committee:

1. The Central Executive, at its first meeting of the school year in which elections of Central Executive Officers will take place, shall appoint a four (4) member Nominations Committee. The Nominations Committee shall select a chairperson from among its members at its first meeting. The Executive Director shall act as advisor to the Nominations Committee.
2. The Nominations Committee shall nominate and/or receive nominations for at least one member of the Nunavut Teachers' Association for each of the Central Executive offices.
3. Not later than December 1 of an election year, the Nominations Committee shall call for nominations and shall forward sufficient copies of the nomination form to Central, Regional, and Communications Liaisons, and to all schools.
4. The deadline date for receipt of nominations shall be January 15.

5. In accordance with its authority to nominate and subject to Bylaw 8.3.2, the Nominations Committee shall consider requests from a member who wishes to be nominated by the Committee. Such requests shall be actioned provided that, in the opinion of the Committee, the member is a suitable candidate for election to Central Executive.
 6. The Nominations Committee shall accept all nominations presented in accordance with By-law 8.2 and 8.3.1.
 7. Not later than January 17, the Chairperson of the Nominations Committee shall contact all nominees with the request that they signify their willingness to be presented as candidates for election.
 8. Not later than January 18, the Nominations Committee shall present its report to Central Office.
-
2. Nominations
 1. Nominations for Central Executive offices shall be moved, seconded, and approved by Central Executive, a Regional Nunavut Teachers' Association, a School Nunavut Teachers' Association, or the Nominations Committee.

2. Any member of the Nunavut Teachers' Association is eligible for nomination to the Office of President provided that:

1. The person nominated has had two years of previous Nunavut Teachers' Association Central, Regional or Communications Liaison experience, and
2. The nomination is received prior to January 15.

3. Any member of the Nunavut Teachers' Association is eligible for nomination and election to the office of Vice-President, provided that:

1. The person nominated has had one year of previous Nunavut Teachers' Association' Central, Regional or Communications Liaison experience; and
2. The nomination is received prior to January 15.

4. Any member of the Nunavut Teachers' Association is eligible to be nominated for the position of Secretary-Treasurer.

5. Any member of the Nunavut Teachers' Association is eligible to be nominated for the position of Inuit-Member-at-Large provided they are a Nunavut Land Claim Beneficiary.

3. Nominations Procedures:

1. Subject to By-law 8.2.1, and prior to January 15, the Nunavut Teachers' Association' President, Regional Presidents, and Communications Liaisons as the case may be, shall complete, sign and forward the Nomination Forms to: The Chairperson - Nunavut Teachers' Association Nominations Committee.

2. An individual member of the Nunavut Teachers' Association may forward his/her credentials to the Chairperson of the Nominations Committee with the request that the Committee nominate them to a Central Executive position.

3. Nominees are free to contact the Membership in any way they see fit keeping in mind the professional Code of Ethics.

4. Members nominated prior to the commencement of elections may withdraw their name at any time up to and including the day on which elections are held.

4. Election Procedures:

President, Vice-President, Secretary-Treasurer, and Inuit Member at Large:

1. The election process shall commence not **before** January 21 and shall terminate not later than March 30;
2. Voting shall be by secret ballot. A Proxy vote shall be accepted when a member is absent at the time the vote takes place. The delegation of proxy is the responsibility of the member. The member must submit written notification of proxy to the communications liaison and such notification of proxy must be attached to the voters list;
3. In keeping with By-law 8.1.4, the deadline date for nominations is January 15;
4. All nominations shall be in keeping with By-law 8.2;
5. Central Executive shall establish a date for the election;
6. The Nominations Committee shall prepare ballots containing the names of all nominees for President, Vice-President, Secretary-Treasurer and Inuit Member at Large;

7. The ballots and procedures for elections shall be distributed to each Communications Liaison not later than February 28;
8. The Communications Liaison in each school will act as Returning Officer;
9. The duties of the Returning Officer will be:
 1. To validate the voting list;
 2. To arrange for a polling place;
 3. If necessary, to arrange for printing of ballots;
 4. To oversee the voting process;
 5. To set a voting time;
 6. To collect and tabulate the ballots with two scrutineers; and
 7. To forward results to the Nominations Committee on the day of the election.

10. The Nominations Committee shall tabulate the ballots, not later than February 28, shall announce the name of the successful candidates or the need for a subsequent election in keeping with By-Law 8.4.12 and 8.4.13;

11. If there are exactly three candidates and no candidate receives 50% plus one or more of the votes cast there will be exactly one subsequent election in accordance with By-Law 8.4.2 for the candidates in first and second place for each position of President, Vice-President, Secretary-Treasurer, and Inuit Member-at-Large; and

12. If there are more than three candidates and no candidate receives 50% plus one or more of the votes cast there will be a subsequent election in accordance with By-Law 8.4.2 for the candidates in first, second and third place. If after this subsequent election no candidate receives 50% plus one or more of the votes cast then there will be a second subsequent election for the candidates in first and second place for each position of President, Vice-President, Secretary-Treasurer and Inuit Member-At-Large;

5. Subsequent Election Process:

1. The first subsequent election will be held on or before March 15. The process as outlined in By-law 8.4 with the exception that the date of the election is to be completed on or before March 15;
2. In the first subsequent election, if no candidate receives 50% or more of the votes cast, the third place candidate would be dropped off the ballot for the second subsequent election;
3. The second subsequent election if necessary will be held on or before March 30. The process as outlined in By-law 8.4 with the exception that the date of the election is to be completed on or prior to March 30;
4. If during an election or subsequent election a candidate withdraws their candidacy their name will be removed from the ballot. If there are exactly two candidates in an election or subsequent election and one candidate withdraws their candidacy then the remaining candidate is to be acclaimed; and
5. Notwithstanding By-Laws 8.1, 8.2, 8.3, and 8.4, the dates set out in those By-Laws shall be amended, at the discretion of Central Executive, to accommodate the provisions of By-Law 8.7.1.2.

6. Term of Office

1. The term of office of President shall be two (2) years, and shall be limited to three (3) terms; and
2. Terms of offices of other Executive Members shall be unlimited terms of two (2) years, commencing on July 1 and terminating on June 30, except where written resignation is tendered to the Central Executive of the Nunavut Teachers' Association or until their successors have been elected and taken office.

1. Executive Vacancies

1. Vice President, Secretary Treasurer, Inuit Member at Large:

1. If a vacancy occurs in the Office of Vice-President, Secretary-Treasurer or Inuit-Member-at-Large prior to June 30 of the first year of the term of office for the position vacated, there shall be an election held to fill the vacant position;
2. The election shall be conducted in keeping with the provisions of By-Laws 8.1, 8.2, 8.3 and 8.4 with the dates

adjusted to ensure that the election is completed within five (5) months of the vacancy of the office affected; and

3. If a vacancy occurs in the Office of Vice-President or Secretary-Treasurer or Inuit Member-at-large after June 30 of the first year of the term of office for the position vacation, the remaining members of Central Executive shall appoint a member to such a position from the membership of Central Council.

2. If a vacancy occurs in the Office of President, the Vice-President shall assume the Office of President.
3. Subject to By-law 8.6.1 and 8.6.2, members appointed shall hold office for the duration of the current term of office.

Executive Officer Nomination Form



1. For the position of NTA President

Nominee: _____

Moved by: _____

Seconded by: _____

2. For the position of NTA Vice President

Nominee: _____

Moved by: _____

Seconded by: _____

3. For the position of NTA Secretary Treasurer

Nominee: _____

Moved by: _____

Seconded by: _____

4. For the position of NTA Inuit Member at Large

Nominee: _____

Moved by: _____

Seconded by: _____

Nominations Committee Chair: _____

Date: _____

By-law 9: Election of Regional Representatives (Amendments to take effect July 1st, 2022)

BACKGROUND

1. The affairs of every region shall be under the immediate control of at least a Regional President, Regional Vice President, Regional Inuit Member-at-Large, and any other members of Regional Executive as outlined in Bylaw 14.4.1.

TIMELINE

1. Regional Election Committees shall be composed of at minimum one NTA member working in the region, none of whom will be candidates in the election. The Executive Director, or designate, shall serve as an ex-officio member of this committee, in a facilitator role.

1. Committee Members shall be appointed by the Regional Executive and their names submitted to the NTA Office no later than March 1st.

2. This committee shall oversee regional elections.

2. The Nomination process for all regional positions shall commence April 1st and shall terminate April 15th.

3. Candidates shall confirm acceptance of their nomination and candidates be announced to the regional membership no later than April 20th.
4. Candidates may carry out campaign activities after nominees have been announced.
5. Regional Elections will be held on the first Tuesday of May.
6. The Communications Liaison shall administer voting in each school, or, in cases where the Communications Liaison is a candidate in the election, they shall designate a replacement to the Regional Election Committee.

REGIONAL ELECTION NOMINATION PROCEDURES

1. The nomination form attached to this bylaw, along with any associated information, shall be sent via NTA email to all NTA members April 1st each year, to notify them of Regional Election Nomination procedures. The email shall include the names of the chairs of each Regional Elections Committee.
2. The positions open for nominations shall be the positions of Regional President, Regional Vice President, Regional Inuit Member-at-Large, and any other required positions, as numbers

warrant per NTA Bylaw 4.1.2, based on the January 1st NTA Establishment Report each year.

3. Any two active members may nominate a member who presently holds an NTA position in the region, and who will reside in the region during the term of office. Nominations must be received in good order by the Regional Election Committee by April 15th.
4. NTA Members are eligible to seek both a Regional and School level position simultaneously.
5. NTA Members who wish to offer their name as a candidate must respond to communications from the Regional Election Committee to accept or decline their nomination before 6PM MST April 19th.
6. At the completion of the nomination period, if there are open positions for which no eligible nominations have been received, the Regional Nominations Committee will notify the current Regional Executive. In such cases, upon the completion of the election process, current Regional Executive will consult with the NTA President and determine whether an appointment or by-election process is appropriate.

REGIONAL ELECTION PROCEDURE

1. The Regional Elections Committee shall prepare a Regional Election package containing:
 1. A nominee list for each position,
 2. A Communications Liaison election information sheet including election dates;
 3. A ballot sheet containing the names of all nominees for each executive regional position;
 4. A voting summary sheet; and
 5. A signature sheet for NTA members to sign that they have had an opportunity to vote.
2. The Regional Election package shall be forwarded to each Communications Liaison or designate not later than April 25th.
3. Upon receipt of the regional election package, the Communications Liaison or designate shall review the package, and forward any related questions to the Regional Elections Committee, or if there are no questions, confirm receipt of the package.
4. On the first Tuesday of May, the Communications Liaison or designate shall call a meeting of the members in their school to conduct the vote according to the instructions in the Regional Election Package.

5. The Communications Liaison or designate and at least one NTA member in the workplace who shall act as scrutinizer shall collect and tabulate the ballots from the members of their school.

6. Not later than 6PM MST on the first Tuesday of May, the Communications Liaison shall inform the Regional Elections Committee chairperson of the number of votes cast in favor of each candidate via NTA email.

7. Should a school be closed on the first Tuesday of May, the vote shall take place on the next day the school is open. School closure shall be the only cause for a delayed vote.

8. All ballots shall subsequently be mailed to the Chairperson of the Regional Elections Committee. The Chairperson of the Regional Elections Committee shall forward tabulated ballots to the NTA Executive Director or designate.

9. The Regional Elections Committee shall tabulate the email results, and notify all candidates regarding the results of the election, and then immediately inform NTA Central Office of the names of the successful candidates. Following confirmation with NTA Central Office, an announcement shall be made via NTA email to the membership.

10. The Regional Executive - Elect shall take office on July 1 and shall continue in office until June 30th of the following year.

VACANCIES

1. Should a Regional Executive vacancy occur prior to October 30th, a by-election shall be held as soon as is practical, using the process outlined above. A by-election should be held no later than December 1st.

2. Should a Regional Executive vacancy occur after October 30th, the remaining members of Regional Executive in consultation with the NTA President, may make an appointment to fill the vacant position.

FINANCING

1. Eligible expenses incurred by the Communications Liaison during the election process shall be reimbursed by the NTA Central Office upon the receipt of an appropriate expense claim and receipts.

COMMUNICATIONS AND PD LIAISON OFFICER ELECTIONS

1. In accordance with Bylaw 15.6, every school shall have a Communications Liaison. Every school shall also have a Professional Development Liaison.
2. The School Election nomination process shall commence not later than April 1st and shall terminate April 15th.
3. The School Election process shall be conducted via ballot, utilizing the services of the Communications Liaison or designate.
4. The nomination form attached to this Bylaw shall be used during the nomination process.
5. Any two active members may nominate a member who presently holds an NTA position in the school, and who will continue to be employed in that school during the next academic year.
6. A current Communication Liaison and Professional Development Liaison must be nominated for each position if they are interested in continuing in the role during the next academic year.

PROCEDURE

1. The procedure for School elections shall be the same as the procedure for regional elections.



NTA School Election Nomination Form

School: _____

Community: _____

1. For the position of Communications Liaison

Nominee: _____

Moved by: _____

Seconded by: _____

2. For the position of Professional Development Liaison

Nominee: _____

Moved by: _____

Seconded by: _____

School Nominations Committee Chair: _____

Date: _____

NTA Regional Election Nomination Form



1. For the position of NTA Regional President

Nominee: _____

Moved by: _____

Seconded by: _____

2. For the position of NTA Regional Vice President

Nominee: _____

Moved by: _____

Seconded by: _____

3. For the position of NTA **Regional Inuit Member-at-Large**

Nominee: _____

Moved by: _____

Seconded by: _____

4. For the position of NTA **Regional Secretary-Treasurer**

Nominee: _____

Moved by: _____

Seconded by: _____

Regional Elections Committee Chair: _____

Date: _____

By-law 10: Release of Voting Results

1. NTA Communications Liaisons or designates administering NTA voting, as well as NTA members acting as scrutinizers, shall keep results confidential, except to report results to the proper authority as noted in voting or election instructions.
2. School voting results shall be emailed to the proper authority immediately after the vote has been completed.
3. Original ballots and signature sheets shall either be submitted via mail, or scanned and submitted via email. If scanned, originals shall be destroyed only after the Communications Liaison or designate has received confirmation that the information has been received in good order.
4. In the case of a Collective Agreement ratification vote or an NTA referendum, territorial percentages of votes will be released. No regional, community, or school results shall be released.
5. In the case of Elections, where there are only two candidates, announcements shall only indicate the successful candidate, and no percentages shall be released.

6. In the case of an election where there are three or more candidates, overall percentages may be released, to ensure the successful candidate did acquire at least 50% of votes cast, and to communicate whether or not a subsequent vote is required.

7. Should an NTA member wish to question the results of an election, they shall express their concerns about the election in question to the NTA Executive Director or designate within 21 working days of the date the results were released. The NTA Executive Director shall decide whether a review of ballots cast is necessary, and if so, formulate an appropriate procedure.

By-law 11: Committees of Central Executive

1. Appointment

1. At its first meeting of the Executive following the Central Council Meeting, the Executive shall appoint Executive Members in Charge of the following Standing Committees:

1. Inuit Educators;
2. Collective Bargaining;
3. Curriculum Support;
4. Discipline;
5. Finance;
6. Legislative;
7. Professional Relations;
8. Public Relations; and
9. Status of Women

2. Where appropriate, a Chairperson shall be appointed by the Executive Member in Charge prior to the end of the current fiscal year;

3. If a Chairperson is not appointed as directed in By-Law 11.1.2, the Executive Member in Charge shall be deemed to be the Chairperson;

4. The Standing Committee shall assume their duties immediately upon appointment;

5. When it is possible, meetings of Standing Committees shall be held when the Chairperson deems them necessary;

6. The Central Executive shall appoint such special committees as may from time to time appear necessary; and

7. The Executive Director or designate of the NTA will be an ex - officio member of all committees.

2. Committee Duties

1. Inuit Educators:

1. The Inuit Educators' Committee shall promote active participation of aboriginal educators in the affairs of the Association; and

2. The Inuit Educators' Committee shall promote effective programs for advancement of aboriginals in education including training in leadership and administration.

2. Collective Bargaining:

The Collective Bargaining Committee shall deal with matters related to the collective agreement and other teacher welfare matters at the request of Central Executive.

3. Curriculum Support:

The NTA Curriculum Support Committee will operate by consensus with the general purpose to:

1. Advise the NTA Central Executive on matters related to curriculum;
2. Establish policies and procedures;
3. Monitor the implementation of new curricula and consider the potential ramifications of curriculum changes
4. Develop and recommend NTA responses to curriculum issues.

Specifically, the NTA Curriculum Support Committee through Central Executive may:

1. Request Department of Education to include NTA Curriculum Support Committee and its members in its communications regarding curriculum;
2. Seek clarity and transparency in Department of Education curriculum development, implementation and evaluation plans (short term and long term) and offer constructive assessment;

3. Seek clarity and transparency in Department of Education teaching resource approval process;
4. Provide a forum for members to express their views on curricular issues along with the identification of trends for discussion and action;
5. Conduct curriculum forum session(s) at NTA Regional and Territorial Teachers' Conferences.

4. Discipline:

The Discipline Committee shall deal with matters of professional misconduct or violation of the By-laws by a member.

The Discipline Committee shall be formed according to the composition guidelines in Bylaw 17.

5. Finance:

1. The Finance Committee shall be composed of Central Council members appointed by Central Executive, and;
2. The Finance Committee shall prepare a budget for presentation at the Annual Central Council Meeting, make recommendations in regard to fees and

in general act as financial advisors to the Central Executive.

6. Legislative Committee:

1. The Legislative Committee shall be composed of Central Council members appointed by Central Executive; and
2. The Legislative Committee shall study and report all matters that pertain to the constitution or by-laws and to statements of policy and procedures. It shall be responsible for submitting such matters to the Annual Meeting of Central Council.

7. Professional Relations:

The Professional Relations Committee shall deal with disputes between members of the Nunavut Teachers' Association. The committee shall review the events surrounding a professional relations problem, analyze the facts and provide advice to each member concerned. The committee's role is not disciplinary, but rather to restore professional relationships.

The Professional Relations Committee shall be composed of the 6 NTA Regional Presidents, and another member of each region, for a total of ten (12) committee members.

8. Public Relations:

The Public Relations Committee, working with Central Executive and NTA Executive Staff, shall promote education throughout Nunavut.

9. Status of Women:

The Status of Women Committee of the Nunavut Teachers' Association shall:

1. Study and research women's issues in Nunavut, and propose initiatives to address inequities related to gender that give rise to discrimination;
2. Support NTA policies related to gender-based discrimination and harassment and develop recommendations to Central Executive and Central Council to implement specific actions to address issues as they arise;
3. Provide input to the planning and delivery of workshops, seminars, and other training opportunities for membership;
4. Develop a means to disseminate information on equity and gender issues

at the school and regional levels and for other appropriate groups;

5. Liaise with the Department of Education, Canadian Teachers' Federation, and other groups; and

6. Chairperson or designate, represent the NTA at the Canadian Teachers' Federation National Women's Symposium

3. Committee Reports

The Chairpersons of Standing Committees shall report annually to Central Executive. The report shall be forwarded by Central Executive to AMCC for consideration.

By-law 12: Finances

1. The fiscal year of the Nunavut Teachers' Association shall be from July 1 to June 30.
2. There shall be an annual audit at the end of the fiscal year. Auditors shall be appointed by Central Council, and paid by the Association.
3. All funds shall be deposited by the Secretary-Treasurer or his/her authorized representative in a chartered bank in the name of the Nunavut Teachers' Association.
4. The bank shall be chosen by the Central Executive in the case of central funds and by the Regional Executive in the case of Regional funds.
5. In the case of Central funds, signing authorities shall be any two of the following: President, Secretary-Treasurer, Executive Director, Financial Controller, or any member of Central Council designated at AMCC and, in the case of Regional funds, not less than two officers according to Regional by-laws.

6. The provisions of this by-law shall apply to all levels and organizational units of the Nunavut Teachers' Association.
7. The President shall be paid 140% of the maximum grid placement of the Nunavut Government Collective Agreement for teachers.
8. Pensionable earnings for the NTA President will be in accordance with the Public Service Superannuation Act (PSSA).
9. For carrying out their duties the President and the Executive Director shall have an accountable expense account as approved by Central Councilors.

By-law 13: Nunavut Teachers' Association Staff

1. The executive staff of the Nunavut Teachers' Association shall be appointed, assigned duties, suspended, and otherwise administered by Central Executive within regulations, recommendations and limitations specified by Central Council, but only Central Council shall dismiss executive staff.
2. The Executive Director's position of the Nunavut Teachers' Association will be an indeterminate position. They shall be responsible to the Central Executive and Central Council through the President of the Nunavut Teachers' Association.
 1. The Assistant Executive Director's position shall be an indeterminate position, and shall report to the Executive Director.
 2. The Financial Controller's position shall be an indeterminate position, and shall report to the Executive Director.
 3. **The Director Member Services' position shall be an indeterminate position, and shall report to the Executive Director.**
4. The office staff of the Nunavut Teachers' Association shall be appointed, assigned duties, dismissed and otherwise administered by the Executive Director in consultation with the President, within budgetary and other limitations specified by Central Executive.

By-law 14: Amendment to Constitutional By-laws

1. The Constitutional By-laws may be amended by three-fifths (3/5) vote of Central Councilors provided notice-of-motion has been given.
2. All proposed resolutions shall be forwarded to regional executives and the Central NTA Office at least sixty days before AMCC.
3. Proposed resolutions shall be forwarded to Communications Liaisons to be posted for members at least forty-five days before AMCC.
4. If a resolution or motion is passed by AMCC and is subsequently found to be contrary to the Constitutional By-laws, it shall be considered to have been defeated unless the procedure for By-law amendment has been followed.

By-law 15: Regional Organization

1. Regional Boundaries

1. The Regions listed below shall be recognized as being the only Regions of the Nunavut

Teachers' Association:

1. NORTH QIKIQTANI

(Arctic Bay, Grise Fiord, **Sanirajak**, Igloodik, Pond Inlet, Resolute Bay)

2. CENTRAL QIKIQTANI

(Iqaluit, Apex)

3. SOUTH QIKIQTANI

(**Kimmirut**, Clyde River, Kimmirut, Pangnirtung, Qikiqtarjuaq, Sanikiluaq)

4. KITIKMEOT

(Cambridge Bay, Gjoa Haven, Kugaaruk, Kugluktuk, Taloyoak)

5. NORTH KIVALLIQ

(Baker Lake, Chesterfield Inlet, Coral Harbour, Nauyasat)

6. SOUTH KIVALLIQ

(Arviat, Rankin Inlet, Whale Cove)

2. The boundaries of each Region and communities in them shall be determined by and may be changed by the Central Executive.

2. Regional By-laws

Each Region may draw up by-laws provided there is nothing in such by-laws to contravene the Nunavut Teachers' Association Constitutional By-laws, and such by-laws are submitted to and approved by Central Executive.

3. Meetings

1. A regional executive meeting shall be held at least 3 times during the academic school year.
2. A regional members' meeting may be held at each regional or territorial conference.
3. If an Annual Regional Meeting takes place it shall be held prior to June 30.
4. All Regional members in good standing may vote at the regional meetings.

5. The term of office of the Regional Executive shall be two (2) years, July 1 to June 30.
6. The Regional meeting shall consider motions from members of the Region pertaining to the affairs of the Nunavut Teachers' Association.

4. Regional Executive

(Amendment to take effect July 1st, 2022)

1. The affairs of every Region shall be under the immediate control of an Executive consisting of:

1. President
2. Vice-President
3. Inuit Member-at-Large
4. Secretary-Treasurer and Member(s)-at-Large if numbers warrant

5. Duties of Regional President

Each President

1. Shall promote the interests of the Nunavut Teachers' Association within the Region;
2. May call an annual Regional meeting, preside at it, and draft the agenda;
3. Shall supervise the compilation of the Regional budget and authorize and approve Regional expenses;

4. Shall be a member of Central Executive;
and
5. Shall call a minimum of three Regional Executive meetings per academic year, as per Bylaw 15.3.1.

6. Duties of Regional Vice-President

1. The Regional Vice-President shall perform the duties of the Regional President in their absence and assist the other members of the Regional Executive; and
2. If the Regional President cannot attend a meeting of the Central Executive the Regional Vice President may attend in their place and have full voting rights.
3. To record and keep on file minutes of Regional Executive meetings. (This amendment to take effect July 1st, 2022)

7. Duties of Regional Inuit Member-at-Large

1. To serve on the NTA's Inuit Educators' Committee
2. To advise and provide support to the Regional President on issues directly impacting Inuit members in their region.
3. Shall serve as a delegate to AMCC.

8. Duties of Regional Secretary-Treasurer

1. The Regional Secretary Treasurer shall be a delegate to AMCC.

9. Duties of Regional Executive

The duties of the Regional Executive shall be:

1. To promote the interests of the Nunavut Teachers' Association within the Region;
2. To receive and consider reports of alleged unfair treatment of members within the Region, or any professional difficulties between members of a staff, and to refer them to the President of NTA; and
3. To fill vacancies on the Regional Executive

By-law 16: School Organization

1. Boundaries

Nunavut Teachers' Association members not working in a school shall be assigned to a School or workplace by the Central Executive.

2. Duties of Communications Liaison

1. For the purpose of distributing information to all teachers employed in a particular school, it is recognized that Central Council must establish a contact with all NTA workplaces early in the academic year.

2. Central Council therefore establishes the position of Communications Liaison in each school of Nunavut.

3. Each school in which Nunavut Teacher's Association members are employed shall elect a Communications Liaison.

4. The maximum number of consecutive terms an NTA member may serve as Communications Liaison in a particular school shall be two years.

5. Notwithstanding Bylaw 15.6.3, the Communications Liaison may present their name as a candidate for election at the Regional,

or Central Executive levels. The position of Communications Liaison may be retained.

~~6. Notwithstanding Bylaw 15.6.4, in the event a Communications Liaison is not elected, one shall be appointed by the Regional President after consultation with the NTA President.~~

6.In the event a Communications Liaison is not elected, one shall be appointed by the Regional President after consultation with the NTA President.

7.Communications Liaisons shall not initiate meetings with the employer without prior consultation with the Regional President.

8.If a Communications Liaison is considered derelict in the duties outlined in Bylaw 16.10 by the Regional President and the NTA President, a new Communications Liaison shall be appointed by the Regional President after consultation with the NTA President.

9. All Communications Liaison elections shall follow the same procedures as Regional Executive elections as outlined in Bylaw 9.

10. Duties of Communications Liaisons shall be:

1. To promote the use of the NTA email system and the NTA website;
2. To check their own NTA email account on a daily basis, and take action on any emails as required;
3. To promote the interests of the NTA within the community;
4. To call regular and other meetings of NTA members in their school/ office that may be deemed necessary to complete Nunavut Teacher's Association business;
5. To discuss matters of member interest of the school/ office and to forward to the Regional Executive such recommendations as may be deemed advisable;
6. To receive reports of alleged unfair treatment of members and work with the Regional Executive and the NTA

President and/ or the NTA Executive
Director for resolution;

7. To receive and distribute to the member(s), all material that may be published by the NTA President, NTA Office Staff, Central Executive and/ or Regional Executive;
8. To aid Central Executive and/ or Regional Executive in receiving, distributing, collecting and returning questionnaires and/ or petitions that maybe necessary from time to time
9. To aid Central and Regional Executive and/ or NTA Standing Committees duringthe territorial and regional election processes, referendum processes, or ratification votes; and
10. To ensure that the NTA bulletin boardis kept up to date.
11. During the negotiations process, NTA Communications Liaisons should promote proper conduct in regards to issues of solidarity, i.e.: Members should direct issues to NTA Central Council and not to members of the negotiating team;

12. NTA Communications Liaisons are to refer issues of membership protection to the appropriate staff authorities at the NTA Office. Membership protection issues may include, but are not limited to; Employer initiated investigations, and fact-finding meetings.

By-law 17: Discipline

1. Discipline Committee

1. The Central Executive shall, in accordance with the provisions of the Nunavut Teachers' Association Act, appoint a Discipline Committee composed of three active members of the Nunavut Teachers' Association, one of whom shall be designated Chairperson. The members of the said Committee shall serve for two years from the date of appointment.

2. The Central Executive shall, in addition, maintain a roster of six (6) active members of the Nunavut Teachers' Association who may be appointed by the Central Executive as alternate members of the Discipline Committee in the event that one or more of the permanent members of the Discipline Committee are incapable of acting in a particular case.

2. A complaint alleging professional misconduct or breach of the Code of Ethics shall be presented in writing to the NTA President and the NTA Executive Director. The complaint shall briefly describe the conduct complained of and shall specify the section of the Act or the section of the Code of Ethics which it is alleged has been breached. The President and Executive Director shall review the complaint. They will forward the complaint to the Chairperson of the Discipline Committee if they feel it is warranted or take other such action they deem appropriate.

3. The Chairperson of the Discipline Committee shall request that the Professional Relations Committee review the matter.
4. The Professional Relations Committee shall interview the plaintiff and accused and pertinent witnesses and within thirty (30) days shall report to the Chairperson of the Discipline Committee with recommendations.
5. The Chairperson of the Discipline Committee shall, within seven (7) days of the receipt of the report, convene the committee. The Discipline Committee shall consider the report and recommendations of the Professional Relations Committee and decide whether the complaint has merit or is frivolous.
6. The Chairperson of the Discipline Committee shall forthwith inform the plaintiff and accused of their decision regarding the disposition of the case.
7. If the Discipline Committee decided the complaint has substance, the plaintiff and respondent shall be so informed and within seven (7) days the accused shall be formally indicted, provided with a written copy of the complaint relating to the Nunavut Teachers' Association Act and/or the By- Laws and given formal notice of the date of the hearing.
8. The plaintiff, solicitor or counsel engaged by them shall present the evidence concerning the complaint at an in-camera hearing of the Discipline Committee. The accused shall be present, may be represented by

solicitor or counsel, may present evidence and may cross examine witnesses.

9. The Nunavut Teachers' Association shall not be responsible for the costs of solicitors or counselors engaged by either the plaintiff or the accused.

10. The President shall attend the hearing of the Discipline Committee and offer support services.

11. Following the hearing, the Discipline Committee shall compile a report consisting of the complaint, a review of the evidence presented and exhibits adduced, a summary of the arguments of the parties, and the recommendations of the Discipline Committee and shall forward copies of the said report to the plaintiff, the accused member and to Central Executive by personal service or double registered mail.

12. The plaintiff or accused member may make written representations concerning the report of the Discipline Committee. Such representations are to be provided to the Central Executive within fourteen (14) days of the receipt of the report of the Discipline Committee.

13. Within thirty (30) days after the expiry of the time period specified in paragraph 12, Central Executive shall review the report of the Discipline Committee and any written submissions received and shall determine what action, if any, will be taken pursuant to Section 30 of the Nunavut Teachers' Association Act.

By-law 18: Code of Ethics

1. PREAMBLE

1. The member will strive to show consistent justice and consideration in all their relationships with pupils.
2. The member will strive for friendly and cooperative relationships with the home.
3. The member will adhere to any reasonable pattern of behavior accepted by the profession.
4. The member will seek to make professional growth continuous.
5. The member will observe a reasonable and judicious loyalty to their professional colleagues, to the administration of their school, and to other educational authorities.
6. The member will adhere to the NTA Code of Ethics in all online and electronic communications.

2. MEMBER – PUPIL RELATIONSHIP

1. A member's first responsibility is to the pupils in their charge.

2. A member keeps their teaching as objective as possible in discussing with **their** class controversial matters whether political, religious, or racial.
3. A member should always remember that the intellectual, moral, physical, and social welfare of their pupils is the chief aim and end of education.
4. The member shall recognize that a privileged relationship exists between the teacher and their pupils, and shall refrain from exploiting this relationship.
5. A member should regard as confidential and should not divulge, other than through official channels, any information of a personal or domestic nature concerning either pupils or their homes.
6. A member should at all times respect the individual rights, the ethnic traditions, and religious beliefs of his or her pupils and their parents.
7. A member should always assure the prior knowledge and consent of the pupil's regular teacher before accepting a pupil for private tutoring.

8. No member should accept remuneration for tutoring their own pupils unless exceptional circumstances prevail.

3. MEMBER – ASSOCIATION RELATIONSHIP

1. A member regards it their right and duty to examine the conduct of all Association business and within the Association to make such criticism as the facts appear to warrant.
2. A member or a group of members does not make unauthorized individual representations to the Government or any of its departments, or to any other body, concerning matters that should be dealt with by the Regional Association, or Central Executive of the Nunavut Teachers' Association.
3. A member or group of members does not make unauthorized individual representations to the Central Executive of the Nunavut Teachers' Association concerning matters that should be dealt with by the Regional Association.
4. A Regional Association does not take independent action on matters requiring the authorization of the Nunavut Teachers' Association.

5. The member who has requested the Nunavut Teachers' Association to represent them in any dispute honors commitments made on their behalf by the Nunavut Teachers' Association.

4. MEMBER – PUBLIC RELATIONSHIP

1. A member will, by their example, make the teaching profession attractive in ideals and practices so that worthy people will want to enter it.

2. A member will perform the duties of citizenship.

3. A member will discuss controversial issues in the classroom from an objective point of view.

4. A member will share the responsibility for improving the educational opportunities for all.

5. A member has the right to hold public office and to have reasonable allowance of release and relief from duty to fulfill properly this public service. When the time required for the fulfillment of such public service is such as to interfere with the efficient execution of the individual's duties, application should be made for a leave of absence without pay from their

position, and a member should not profit from a public post at the expense of their social responsibilities.

6, The member conducts themselves during school hours in such manner as to maintain the prestige of the profession so that no dishonor may befall them or their profession through their actions.

5. PROFESSIONAL DEVELOPMENT

1. A member will strive to make professional growth continuous by study, research, travel, conference, and attendance at professional meetings.

6. MEMBER – MEMBER RELATIONSHIP

1. A member should deal with other members of the profession in the same manner as they wish to be treated.

2. A member will avoid derogatory criticism of an associate except when it is directed to a person or an authority who is in a position to rectify its cause. Such criticism shall not be directed unless the associate has

been informed in writing detailing the complaint.

3.A member shall report through proper channels all matters harmful to the welfare of the school. Therefore, they do not by- pass immediate authority to reach higher authority without first exhausting the ordinary channels of communication.

4.The member will not undermine the confidence of pupils of other members.

7.MEMBER – EMPLOYER RELATIONSHIP

1.A member will adhere to a contract whether written or verbal until the contract has been terminated by mutual consent, or otherwise legally terminated.

2.A teacher will accept their obligations to the profession for maintaining a professional level of service.

3.A teacher will apply for a position only through the proper channels, refusing to accept or apply for a position in dispute, and refraining from applying for a position known to be filled by another teacher.

4.A teacher will not apply for, or accept, a position at a higher or lower salary than that called for in the specific terms of the salary schedule.

5.It is ethical to criticize our employer through the Nunavut Teachers' Association.

6.A member should not allow non-school activities to infringe upon school time or to interfere with the terms of the Agreement except with the concurrence of the Department.

7.A member should not engage in activities outside their educational duties, for personal profit or satisfaction, to the extent of impairing their capacity to carry out their duties.

8.A teacher, as a member of a profession, should be expected to do a reasonable amount of extra-curricular activity. A teacher may carry on only an extra-curricular activity, which is sanctioned by the principal.

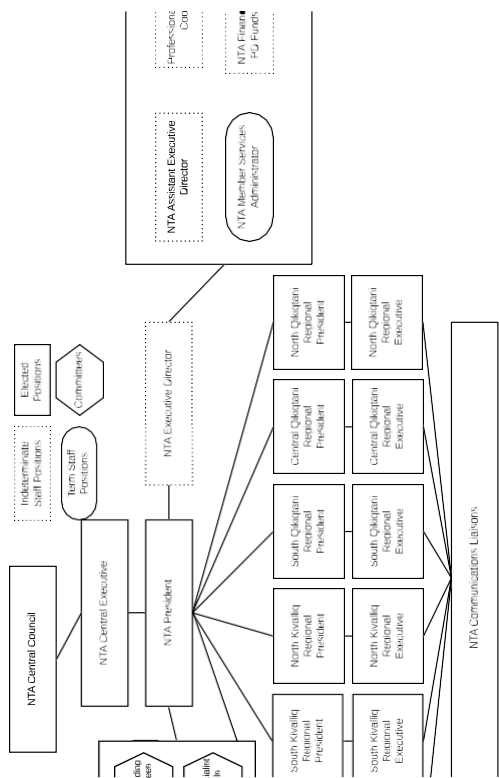
9.The principal may ask the teacher to carry on an extra-curricular activity but they have no right to demand that the teacher should do so, since the work in the field of extra-curricular activities is beyond the duties that are inherent in the contract.

10. That extra-curricular activity should be compensated for in the regular school timetable so that, where possible, all teachers are responsible for a proportionate amount of the school program.



Section 4: NTA Organization

Section 4.0: NTA Organization



Section 4.1: Regional Boundaries

In order to ensure effective representation of our members, the NTA has divided the territory into six (6) regions. Each region is represented by an elected NTA Regional Executive team that represent the various NTA workplaces under their control.

In accordance with By-law 15.1.2, Central Executive has established regional NTA boundaries as follows:

Kitikmeot	Cambridge Bay Gjoa Haven Kugaaruk Kugluktuk Taloyoak
North Kivalliq	Baker Lake Chesterfield Inlet Coral Harbour Naujaat
South Kivalliq	Arviat Rankin Inlet Whale Cove

North Qikiqtani	Arctic Bay Grise Fiord Sanirajak Igloolik Pond Inlet Resolute Bay
Central Qikiqtani	Apex Iqaluit
South Qikiqtani	Clyde River Kimmirut Kinngait Pangnirtung Qikiqtarjuaq Sanikiluaq

Section 4.2: NTA Office Contacts

NTA Office
PO Box 2458
2738 Abe Okpik Cres.
Iqaluit NU
X0A 0H0
Phone: (867) 979 0750

NTA President
Justin Matchett_
matchett@ntanu.ca

Professional **Development** Coordinator
Shannon Hessian
SHessian@ntanu.ca

Professional Development Coordinator
Jeffrey Avery
javery@ntanu.ca

Financial Controller
Brian Barry
BBarry@ntanu.ca

NTA Director, Member Services
Sonja Lonsdale
SLonsdale@ntanu.ca

NTA Assistant Executive Director
Patricia MacNeil
PMacNeil@ntanu.ca

NTA Executive Director
John Fanjoy
jfanjoy@ntanu.ca

Section 4.3: NTA Central Council

NTA Central Council is the legislative body of the Nunavut Teachers' Association.

The following members comprise the Central Council for the year **July 1st, 2022 to June 30th, 2023**.

Executive Officers

President: Justin Matchett, Iqaluit

Vice President: Jennie Dawson,

Iqaluit

Secretary Treasurer: **Scott MacDonald, Iqaluit**

Inuit Member at Large: Becky Tootoo, Baker Lake

Kitikmeot Executive

Kitikmeot President: **Susan Hillier, Gjoa Haven**

Kitikmeot Vice President: **Emma Pauloosie, Gjoa**

Haven

Inuit Member-at-Large: Jennifer Greenley,

Cambridge Bay

Secretary-Treasurer: Ben Sajo, Gjoa Haven

South Kivalliq

Kivalliq President: Kylie Curry, Rankin Inlet

Kivalliq Vice President: **Lacee Budgell,**
Arviat

Inuit Member-at-Large: Jamie Kablutsiak, Arviat

North Kivalliq

Kivalliq President: Calbert Huthinson, Baker Lake

Kivalliq Vice President: Maggie Perkison, Baker Lake

Inuit Member-at-Large: Mary Tegumiar, Naujaat

North Qikiqtani

North Qikiqtani President: Dan Smith, Grise Fiord

North Qikiqtani Vice President: **Cameron MacGill,**

Pond Inlet

North Qikiqtani Inuit Member-at-Large: Manasie
Naullaq, Sanirajak

Secretary-Treasurer: **Bailey Waldner, Igloodik**

Central Qikiqtani Executive

Central Qikiqtani President: **Joey Rhodes, Iqaluit**

Central Qikiqtani Vice President: **VACANT**

Central Qikiqtani Inuit Member-at-Large:

VACANT

South Qikiqtani Executive

South Qikiqtani President: Ed Flynn, Kimmirut

South Qikiqtani Vice President: **Sean McConnell, Kimmirut**

Inuit Member-at-Large: VACANT

South Qikiqtani Member-at-Large: **Brody MacAskil,**

Kimmirut

Section 4.4: NTA Central Executive

President: Justin Matchett
NTA Office, PO Box 2458, Iqaluit, NU X0A 0H0
jmatchett@ntanu.ca
Work: (867) 979 0750 ext. 221

Vice President: Jennie Dawson
Aqsarnitt Middle School, Iqaluit
jdawson@ntnau.ca

Secretary Treasurer: **Scott MacDonald,**
Joamie School, Iqaluit
smacdonald@ntanu.ca

Inuit Member at Large: Becky Tootoo
Jonah Amitnaaq Secondary School, Baker Lake
btootoo@ntanu.ca

Kitikmeot President: **Susan Hillier**
Quqshuun Ilihaakvik, Gjoa
Haven

North Kivalliq President:
Calbert Hutchinson, Racheal Arngnammaktiq School,
Baker Lake

North Qikiqtani President: Dan Smith,
Ummimak School, Grise Fiord
dsmith@ntanu.ca

Central Qikiqtani President: Joey Rhodes
Inuksuk High School, Iqaluit
jrhodes@ntanu.ca

South Qikiqtani President: Ed Flynn
Qaqqalik School, Kimmirut
eflynn@ntanu.ca

Section 4.5: Past Presidents & Special Members

PAST PRESIDENTS

Donna Stephania 1999 – 2001
Lewis (Lou) Budgell 2001 – 2005
Jimmy Jacquard 2005 – 2009
Robin Langill 2009 – 2013
Terry Young 2013 – 2017
John Fanjoy 2017-2021

LIFE MEMBERS

Lou Budgell
Hilary daSilva
Ron Kennedy
Robin Langill
Blake Lyons
Martha Maines
Nick Newberry
Dick Smith
Donna Stephania
Dawn Wilson
Barbara Young
Terry Young
Richard Kurtz

HONORARY MEMBERS

Debbie Robinson-Duffy
Lorne Levy

Section 4.6: Membership

1. ACTIVE MEMBERS

Teachers employed by the Government of Nunavut or a private school may be active members. This includes teachers who are in secondment type positions or on leave. Active members have the right to vote and hold office in the Association and are subject to all provisions of the NTA Act and the NTA By-laws.

2. ASSOCIATE MEMBERS

Associate membership is open to Department of Education officials, unemployed teachers, retired teachers, professional employers of the Association, and others as determined by Central Council.

3. LIFE MEMBERS

The Central Council may grant life membership to retired teachers under such conditions as may be prescribed by By-law. Life members pay no fees.

4. HONORARY MEMBERS

The Central Council may confer honorary membership in the Association to any person. No fees are charged to honorary members.

5. STUDENT MEMBERS

Students who are enrolled in full time courses of study leading to certification as teachers may become student

members under such conditions as may be prescribed by By-law.

NOTE: Associate, life, honorary and student members do not have the right to vote or hold office in the Association and are not subject to the disciplinary provisions of the NTA Act or the NTA By-laws.

Section 4.7: Benefits of Membership

1. Autonomy within our professional association.
2. Affiliation with and participation in the Canadian Teachers' Federation (CTF), the Council of Atlantic Provincial and Territorial Teacher Organizations (CAPTTO), as well as Education International (EI).
3. Direct liaison with various Government and non – Government agencies (examples; Department of Education, Department of Finance, Regional School Operations, etc).
4. Participation in National and International Programs such as Project Overseas.
5. Counseling and legal assistance through our Member Protection Fund.
6. Action Research grants to assist members with classroom innovation.
7. Educational Leave with or without allowances.
8. Professional freedom to organize Professional Development opportunities at the workplace, regional and territorial levels.
9. Group Life Insurance plan.
10. Deferred Salary plans.
11. Protection and professional guidance through the NTA Code of Ethics.
12. School, Regional, and Territorial representation.
13. Personal growth and experience through active participation in the Association.

14. Collective Bargaining.
15. Joint consultation at the School, Regional and Territorial levels.
16. Representation on NTA – GN committees such as the **Professional Development Council**, the Nunavut Educators' Qualification Service Committee, and the Safe Schools Committee.
17. The opportunity to join Specialist Councils.
18. Access to complaints and grievance procedures as outlined in the Collective Agreement.
19. Formal Professional Relations and Discipline procedures.
20. A full time President, Executive Director, **Assistant Executive Director**, and **Director Member Services Administrator**.
21. Access to the NTA Email system, and NTA "members only" information online.
22. Availability of Associate Membership as well as Life and Honorary Membership.
23. Scholarships for Children of NTA Members.



Section 5: Awards

Section 5.1: Rebecca Idlout Memorial Award

This award is offered annually to a graduating NTEP student with the highest academic average (exclusive of practicum).

Section 5.2: NTA Retirement Award

DIRECTIVE

The Nunavut Teachers' Association shall recognize the contributions of retiring long-term members through a program of retirement awards.

APPLICATION

The Award shall be to members of the NTA who have had long service in the Northwest Territories prior to April 1st and or in Nunavut and who have been active in positions of responsibility in the NWTTA and or NTA.

An award shall not be granted to individuals who have not been involved in an activity of the NWTTA and or NTA outlined on the schedule or who have fewer than two years' membership in the NWTTA and or NTA.

DEFINITIONS

Retirement shall be considered as termination of membership in the NTA with an entitlement to an immediate allowance from the Superannuation Plan or a clear intention to retire from service in the field of education.

IMPLEMENTATION

The level of award shall be determined by the number of points accrued through teaching experience and service in offices or on committees of the NWTTA

and/or NTA as outlined on the application form. Credit shall not accrue to Central Executive members for ad hoc or standing committee service.

Teaching service shall be defined as per the Collective Agreement.

NWTTA/NTA Annual Service shall be defined as 195 days or greater portion thereof.

The application shall be completed by the retiring teacher, or an interested party, and submitted to the Central Office of the NTA.

Upon receipt, the Central Office shall verify the points accrued, establish the level of award and forward the funding to the appropriate region.

The funding for the award shall be one dollar per point accrued. Notwithstanding, no financial recognition shall be given to individuals with fewer than 100 points.

The Regional President or designate shall select an appropriate gift on behalf of the NTA. The NTA President or designate shall make the presentation at an appropriate occasion.

Central Executive shall from time to time review the criteria.

Total Teaching Service in Nunavut		Years x 5	
Total Teaching Service in NWT Prior to April 1, 1999		Years x 5	
Teaching Service Outside the NWT/ Nunavut		Years x 2	
NWTTA/ NTA S.R. Service		Years x 5	
NWTTA/ NTA ad hoc and Standing Committee Service		Years x 1	
NWTTA/ NTA Regional Executive Service		Years x 10	
NWTTA/ NTA Central Executive Service		Years x 20	
Collective Bargaining Committee per Contract		30 points	
Discipline Committee Standing Members per Case		30 points	
TOTAL			

Section 5.3: Emile Hatch Memorial Scholarships

Amount: A maximum of six scholarships per academic year valued at \$500 each.

Eligibility:

1. Students are eligible if they are dependents of active NTA members, or retired members, deceased members, or former members who accumulated a minimum of ten (10) years' service as NTA members.
2. If eligibility requirements are met, one scholarship shall be awarded per NTA region to students attending accredited post-secondary institutions.(delete this?)

Method of Selection: A scholarship committee selected by NTA Central Executive shall determine the recipients of the scholarships each year.

Criteria:

- A. Scholastic achievement in Grade 12 as shown on transcripts submitted
- B. Demonstrated leadership abilities and/ or community involvement as shown on CV submitted
- C. Recommendation letter from a teacher or administrator from the Nunavut school in which the student attends grade 12

Section 5.4: NTA Award for Teaching Excellence

Recognition:

One NTA Award for Teaching Excellence will be selected each year.

- Eligible nominees receive certificates of nomination
- Regional finalist will receive certificates of recognition
- NTA Award for Teaching Excellence recipient will receive a certificate and an item of distinction
- NTA Award for Teaching Excellence recipient will be honoured at a banquet during NTA AMCC in Iqaluit.
- NTA Award for Teaching Excellence recipient will be awarded a \$1000 PD Bursary to be used to support the member's Professional Development goals.
- The PD Bursary will be allocated from the NTA General Fund, and will follow policies found in the Professional Development Resource Book. The award recipient may defer the PD Bursary for a period for up to two years.

Purpose:

- to recognize outstanding Nunavut teachers
- to honour creative, innovative and effective teaching
- to distinguish exemplar service
- to focus public attention on the teaching profession and
- to involve Nunavummiut in celebrating teaching excellence.

Excellence in Teaching Awards Categories:

- Program and Instruction
- Extra-Curricular Leadership
- Community Engagement
- Language and Culture
- Student Advocacy and Welfare

Eligibility:

At the time of nomination, all nominees must meet the following criteria:

- must be certified to teach in Nunavut and be a member in good standing of the Nunavut Teachers Association.
- must have 3 or more continuous years of teaching experience in a Nunavut school
- must currently work in a Nunavut school.
- must work directly with students in a school setting on a daily basis. Classroom teachers, student support teachers, principals, vice principals, instructional coaches, library/resource room teachers, and counselors, are all eligible for nomination.

Restrictions:

- eligible teachers may only be nominated once during a given year
- previous NTA Award for Teaching Excellence recipients are not eligible
- teachers must be nominated individually; teacher teams are not eligible

Deadline:

- February 15, midnight EST

Selection Process:

- Completed nomination packages must be sent electronically to NTA central office before the deadline of midnight (EST) February 15.
- Nominations will be evaluated at the regional level, by the NTA Regional Executives, and one regional finalist selected for each region. Only completed packages of eligible candidates will be considered.
- The nomination package of each regional finalist will be submitted to the NTA Central Executive for the final selection of the award recipient.
- One NTA Award for Teaching Excellence will be awarded each year.
- Nomination packages of Regional Finalists will be retained for a second year for consideration, and may be amended by the original nominator.

Selection Criteria:

A. How the nominee's teaching or leadership excels at:

- fostering the development of students and their intellectual, social, emotional and physical growth
- establishing a stimulating learning environment
- motivating students to exceed their own expectations
- attending to individual student needs
- working collaboratively with colleagues
- demonstrating an in-depth knowledge of subject matter and curriculum
- being involved in professional growth activities
- achieving positive results in student learning
- demonstrating caring for the well-being of students and colleagues, thereby contributing to a positive school climate.

– AND –

B. How the nominee's teaching or leadership is innovative or creative in supporting student learning in one or more of the areas identified under section A.

Innovative or creative teaching that supports student learning may refer to:

- creating or introducing successful instructional practices or programs to a classroom or a school
- adapting instructional approaches or programs to meet the language and cultural context of Nunavut

- championing a successful or proven approach throughout a school or school district/division
- developing teacher resources or materials that complement an existing approach
- engaging parents and community members in the educational programs of the classroom or school



Section 6: Opportunities Outside Nunavut

Section 6.1: CTF Project Overseas

A VOLUNTEER SUMMER PROGRAM FOR CANADIAN TEACHERS

What is Project Overseas?

Project Overseas is a joint endeavor by the Canadian Teachers' Federation and its Members to give professional assistance to fellow-teachers in developing countries during the months of July and August.

How did it start?

In 1962 the Nigerian Union of Teachers asked the Canadian Teachers' Federation to help the NUT operate a summer program for unqualified teachers. The initial venture, which caught the imagination of Canadian teacher organizations and 'Project Africa' was born the following year. In the summer of 1963, twenty-three teachers were recruited: eighteen for Nyasaland and five for Liberia. Year by year the program grew.

Now known as 'Project Overseas', it has assisted teacher organizations in thirty-five countries of Africa, Asia, the Caribbean and the South Pacific.

What are its aims?

- To help teachers in developing countries upgrade their competence through in-service courses.

- To help overseas teacher organizations improve and strengthen their structures and activities.
- To promote understanding and good will among teachers.

What is involved for the volunteer?

- The Canadian teacher does not receive a salary, but all travel and ordinary living expenses are paid by CTF.
- Each teacher is a member of a team, which is led by an experienced Project Overseas volunteer.
- Volunteers must be prepared to devote their time to Project Overseas for the months of July and August.
- Participants can expect to work hard both in and out of the classroom during their stay.
- It is not possible for family members to accompany the participant.
- It may be necessary to share living accommodation with another participant.
- Participants must be prepared to be assigned to any location where there is a CTF project—in Africa, Asia or the Caribbean.

How are participants selected?

The selection for Project Overseas is done in two phases:

1. November-December—applications are received and reviewed by the provincial and territorial teacher associations (in Ontario by the OTF

affiliates). On the basis of this review, some applications are endorsed and forwarded to the National Selection Committee.

2. January—the National Selection Committee chooses applicants on the basis of advice received from Member organizations and on the expressed needs of the overseas teacher organizations.

Successful applicants are usually notified of their assignments during the first part of February.

What are CTF's basic requirements?

- ☐ Membership in a provincial or territorial teacher organization which is a member of CTF.
- ☐ An appropriate teachers' certificate.
- ☐ A minimum of five years teaching experience in a Canadian public school system.
- ☐ Canadian citizenship.
- ☐ Excellent health.
- ☐ Evidence of mature judgment and flexibility.
- ☐ Some teaching experience at the elementary level is an asset, as is some academic or administrative specialization.

The deadline date for application is November 15th each year. Application forms are available from the PD Co-ordinator Shannon Hessian by emailing SHessian@ntanu.ca



Section 7: Professional Development

ARTICLE 16: PROFESSIONAL DEVELOPMENT

- 16.1 (1) A Professional Development Fund ("Fund") shall be established to support the Professional Development of Teachers so as to improve the quality and relevance of education for the students in Nunavut.
- (2) All policies and procedures governing the Fund shall be managed by a Committee known as the Professional Development Council ("PD Council") comprised of two (2) representatives appointed by the Association and two (2) representatives appointed by the Employer. Reporting to the PD Council will be one (1) Professional Development Coordinator who will act as an ex-officio and non-voting member of the PD Council.
- (3) The Fund shall consist of 4.5% of the gross Basic Salary of Association members to whom this agreement applies, calculated as of September 30th each year.
- (4) Any annual surplus remaining in the Fund at the end of the Fund's fiscal year

shall be returned to the Employer.

- (5) The Fund will be credited with the rate of return the Nunavut Government earns on its own investments. The interest earned is in addition to the formula allocation and is the property of the Fund.

16.2 The Fund shall be divided into five (5) parts with allocations for the following purposes:

- (1) Activities linked to supporting Inuit Employment;
- (2) Activities linked to supporting Inuktitut language development amongst Teachers;
- (3) Activities in support of Teachers to progress in their careers in accordance with Nunavut Professional Standards for the Educator Community;
- (4) Activities linked to support Teachers who are new to the profession; and
- (5) PD Council administration.

16.3 (1) The structures and guidelines developed by the PD Council will

ensure that all voices and perspectives in the Nunavut educator community will be heard, ensure increased participation and opportunities for Inuit Teachers, reflect Nunavut's linguistic and cultural context and strive to meet the professional development needs identified by Teachers.

- (2) Each school will have one Professional Development Representative from the Bargaining Unit to represent the professional development needs of those Teachers in the school and to communicate the policies, programs and services developed by the PD Council.
- (3) Professional development initiatives shall be directed by Teachers and linked to one or both of the following:
 - (a) Teacher professional development plans;
 - (b) School improvement plans.

- (4) In accordance with the policies and procedures developed by the PD Council, initiatives may be delivered through various delivery mechanisms including: in-person instruction, online or distance education instruction, correspondence education or other means which may be practical given the geography and context of Nunavut.
- (5) In accordance with the policies and procedures developed by the PD Council, priority will be given to those initiatives that occur within Nunavut. A Teacher who applies for and is approved for an activity outside of Nunavut or of Canada must also obtain Southern Travel or International Travel authorization by the Department of Education.
- (6) In accordance with the policies and procedures developed by the PD Council professional development initiatives may include: individual initiatives, school initiatives, group initiatives, cohort initiatives, regional initiatives and territorial initiatives.

Professional Development initiatives that are repetitive in nature will not be

approved by the Professional Development Coordinator.

- (7) The Professional Development Coordinator will, on an annual basis, and prior to the end of the School Year, provide a report of the Professional Development initiatives undertaken by Teachers with an emphasis on how each professional development initiative links to how the Fund is divided and to how the initiative improves student learning. At a minimum the report should include information related to: the category of the initiative, delivery mechanism and whether the initiative was individual, school, group, cohort, regional or territorial. A copy of this report will be distributed to:

(a) The Association;

(b) Principals and through them District Education Authorities; and

(c) The Deputy Minister.

- (8) The PD Council shall be provided with a copy of the Fund audit prior to the signing of the audit and will have an opportunity to provide comments to the Fund auditor. The Association shall sign the Fund audit. The signed Fund audit shall be provided to the Deputy Minister.

Professional Development Council

- 16.04
- (1) The PD Council shall operate on a consensus basis and shall develop and determine its own policies and procedures subject to the general directions and requirements provided in this article and applicable legislation including the *Education Act*.
 - (2) The PD Council's purpose is to co-ordinate, promote and communicate about Professional Development and to ensure that initiatives undertaken by Teachers are linked to improved practice and student learning.
 - (3) The PD Council shall supervise the Professional Development Coordinator.

- (4) The PD Council shall establish sub-committees such as the Education Leave Committee as required to support the effective delivery of those programs and services developed by the PD Council.
- (5) The PD Council shall develop a handbook through which to communicate its policies, programs and services and ensure that this handbook is available annually in hard copy and electronically in all of Nunavut's official languages.

Professional Development Coordinator

- 16.05 (1) Professional assistance and support to the PD Council will include the employment of a Professional Development Coordinator who will be seconded from the Bargaining Unit. The Department of Education shall determine the office location of the Coordinator in consultation with the Association.

The Coordinator shall promote Professional Development for Teachers, assist with projects determined by the PD Council and oversee the administration of

programs and services approved by the PD Council. The Coordinator will also communicate to school Professional Development Representatives about the programs and services of the PD Council.

- (2) The cost of the salary and benefits of the Coordinator as well as travel shall be paid out of that portion of the Fund assigned to PD Council administration.

16.06 In event of an impasse with respect to the function and operation of the PD Council, the Professional Development Coordinator or any of the sub-committees, programs or services established by the PD Council, or with respect to approval for any leave for any of the initiatives provided for in this article, the issue in dispute may be referred to a committee comprised of the Deputy Minister and the President of the Association, or their designates, who shall decide on the matter within 14 calendar days of such referral.



Section 8: NTA Policies

Policy 1: Suspension or Dismissal of a Teacher

1. PREAMBLE

The Nunavut Public Service Act indicates that a teacher can be dismissed for cause or incompetence.

The Nunavut Public Service Act indicates that a teacher may be suspended where, in the opinion of the Executive Director of an RSO, there may exist grounds for dismissal.

2. GENERAL

The Association adheres to the principle that impeccable due process be observed in cases dealing with teacher discipline, suspension and dismissal.

The Association expects that teachers be treated honestly, fairly and justly in cases dealing with teacher discipline, suspension and dismissal.

The Association expects that employers observe the rights of teachers under all applicable Federal and Territorial legislation, the common law, and the Collective Agreement.

Policy 2: Assault, Intimidation, Physical and/ or Emotional Abuse of Teachers

1. POLICY

1. The Nunavut Teachers' Association will not tolerate assaults, threats, intimidation or physical and/or emotional abuse of members, by students or others, and shall provide assistance and support to members so involved.
2. Every NTA member has the right to be treated in a fair and reasonable manner free from physical and other abuse.

2. DEFINITIONS

1. For the purposes of this policy, the following definitions are applicable:
 1. Assault (including all forms thereof) is as defined in the Criminal Code of Canada and includes but is not limited to the actual application of force and the threatened or attempted application of force.
 2. Intimidation is as defined in the Criminal Code of Canada and includes but is not limited to, compelling another person to do anything, or preventing the individual from doing anything the individual has a lawful right to do.Such actions may include but are not limited to:
 1. using threats or violence;

2. persistent following, or following in a disorderly manner;
 3. hiding property owned or used by the person or hindering the person in their use of that property;
 4. besetting or watching the place where the person works or resides;
 5. blocking or obstructing the person's passage.
3. Physical abuse is defined as acts of violence against teachers, their families and/or their property.

4. Emotional abuse shall include but not be restricted to the following:

1. the aftershock of physical abuse;
2. insults, obscene gestures, verbal abuse or abusive telephone calls;
3. harassment;
4. threat of violence against a teacher or family;
5. lack of effective administrative response to abuse;
6. systemic abuse including unreasonable workloads.

3. GENERAL PROVISIONS

1. Entry to schools shall be restricted to authorized personnel.
2. Unauthorized visitors shall be directed to report to the office. If the direction is ignored, they shall be charged with trespass by the principal or designate.

3. Each school shall develop a Code of Conduct, which shall be distributed annually to students and parents.
4. In the matter of assault, intimidation or abuse culpability is not restricted to the school property or school hours. Students may be held responsible for transgressions involving abuse or assault that occur after school hours or off the school property.
5. A member, who has been a victim of assault, physical or emotional abuse shall have access to resources, including but not limited to, health benefits, sick leave, Workers' Compensation and an Employee Assistance Program.

4. PROCEDURES

1. When an NTA member is assaulted, the member (while ensuring as far as possible their own safety and the safety of students for whom they are responsible):
 1. may ensure personal safety by using no more force than is necessary to prevent the assault or the repetition of it;
 2. may solicit the assistance of other members;
 3. shall immediately inform the principal or designate;
 4. shall contact the NTA Communications Liaison or Central Office;
 5. shall document in writing all aspects of the assault as soon as possible; submit a copy to the principal and obtain a signed copy of receipt from the principal;

6. may have any injury documented at the nursing station, hospital or physician's office and obtain a copy.
7. shall inform the principal if the member intends to contact the RCMP;
8. may, depending on the severity of the assault, inform the RCMP and urge them to charge the individual.

2. Subsequent to an assault on a member, the principal or designate shall:

1. ensure the safety of the member by separating the assailant and member as quickly and safely as possible;
2. establish that an assault has occurred, identify witnesses and record details of the incident and inform the parents and may, after consultation with the member, inform the RCMP;
3. initiate existing **school** policy regarding assault. If none exists, inform the appropriate supervisor;
4. complete and submit a Workplace Safety and Compensation Commission Report;
5. provide copies of any written reports regarding the incident to the member and the superintendent and place a copy in the student file;
6. advise the member to seek medical attention and provide emotional and moral support to the staff member and any other members involved;

7. advise the member to report the incident to the NTA Communications Liaison or Central Office;
8. take any disciplinary action deemed necessary up to and including a recommendation for expulsion;
9. advise the member of legal options regarding the assault;
10. consult with the member regarding the appropriateness of returning the assailant to their classroom with a view to avoiding a repetition of the assault, if the assailant remains or is returned to school;
11. in serious cases of assault or assault with a weapon, suspend the student from school until rehabilitative measures have been taken to ensure the offender is no longer a threat to anybody in the school;
12. ensure repeat offenders are removed from the member's classroom, if requested by the member;
13. in the event an assault is perpetrated by a person not enrolled in the school the principal shall attempt to ascertain the offender's identity and report the incident to the RCMP urging them to charge the individual for trespass and assault.

5. THREATS AND INTIMIDATION

1. In the event of threatened assault or intimidation by students or others, at any time or place, members shall inform the principal or designate in writing describing the incident(s), including time and date and retain a copy for their own file. In the event the threat is repeated or perceived to be of a serious nature by the member, a complaint, in writing, shall be lodged with the RCMP.
2. The principal upon receipt of such a complaint shall counsel the individual regarding the definition of assault under the Criminal Code as outlined in this policy, the ramifications of the offense and the potential for legal action.

6. PHYSICAL AND/OR EMOTIONAL ABUSE

1. In the matter of physical abuse, as defined in the policy, the member may follow any or all of the procedures recommended in the policy.
2. In the matter of emotional abuse, as defined in the policy, the member may follow any or all of the procedures recommended in the policy.
3. In the matter of systemic, administrative or employer abuse, the member shall implement the grievance or arbitration procedure where appropriate.
4. The NTA, through the Collective Bargaining Committee, shall continue to attempt to improve articles related to teacher workload.

5. The NTA, through the Collective Bargaining Committee and executive lobbying, shall continue to urge the employer to initiate and implement an Employee Assistance Program.

Policy 3: Right to Privacy of Accused Members

The Nunavut Teachers' Association shall support other provincial and territorial associations and the CTF in lobbying the Federal Government to amend the Criminal Code to protect the accused from public exposure by the media when charged with physical or sexual assault or abuse until such time as the courts determine guilt or innocence.

Policy 4: Harassment and Sexual Harassment

Harassment exists when any person acts to irritate, distress, humiliate or torment another. It may occur only once or on many occasions and it takes both verbal and non-verbal forms. Sexual harassment, specifically, includes comments, looks, suggestions and physical contacts designed to emphasize the gender of both the perpetrator and the victim in such a way that the victim is threatened, embarrassed, or experiences a loss of self-worth. Sexual harassment can occur without the perpetrator intending to offend the victim, but often the harasser's intentions are quite clear. Whether or not harassment has occurred is best determined by the impact certain behaviors have on another's dignity, or on another's freedom of choice.

1. BELIEFS

1. Every person has the right to dignity and the right to be free of all forms of harassment within and outside the workplace.
2. Teachers are responsible for being sensitive to the impact as well the intent of their actions.
3. Standards of professional conduct preclude the harassment of colleagues, employees or students.
4. Victims of harassment should have avenues of recourse available to them, and that in seeking redress they should not risk reprisal.

2. RECOMMENDED PROCEDURES

1. The Association believes in the following procedures for protesting another's behavior and for laying complaints to address incidents of alleged harassment. Parties who believe they have been harassed should:

1. First, indicate directly to the person involved that the behavior in question is unacceptable.
2. If behavior continues, contact the NTA for advice and assistance.
3. Consider discussing the matter with the harasser's immediate supervisor, after having notified that party of their intentions.

Policy 5: Alleged Sexual or Physical Assault by a Member

1. POLICY

Notwithstanding the protection of “reasonable force” outlined in Section 43 of the Criminal Code; the NTA advises members to refrain from any physical restraint or direction when dealing with students. Furthermore, the NTA advises members to refrain from physical demonstrations of support or validation e.g., hugging or touching when dealing with students.

2. GENERAL PROVISIONS

1. If a member is alleged to have physically or sexually assaulted or abused a student, the following procedures are to be followed by the member.
2. Members are directed to the Legal Assistance Policy and shall not engage legal counsel prior to authorization by the President or NTA Executive Director.
 1. Call Central Office immediately.
 2. If the President or NTA Executive Director is not available, leave a message or send an email.
 3. Do not comment on the incident to the RCMP and insist on legal counsel prior to interrogation.
 4. Do not submit a written statement to the principal or anyone unless you have the permission of a lawyer.

5. Immediately record the circumstances of the incident and continuously document all matters relevant to the situation.
6. Do not speak of the matter with anyone, especially the family, except the NTA staff or the lawyer.

Policy 6: NTA Staff

In accordance with By-law 12.1 and By-law 12.3 Central Executive adopts the following procedure for commencement of Negotiations between the Association and Executive Staff.

Either party may request opening of negotiations. For negotiation to begin, both parties must agree to open negotiations.

1. Prior to entering negotiation with Executive Staff, the President shall consult with the Central Executive.
2. Central Executive shall set the bargaining parameter for Executive Staff and Office Staff.
3. Negotiations shall proceed only after consultation with Central Executive.
4. Executive Staff is the Executive Director. Office Staff is all other employees.
5. The President and Secretary Treasurer will be responsible for bargaining with the Executive Director.
6. The President and Executive Director will be responsible for bargaining with the Financial Controller.
7. The President shall report to Central Executive where necessary during the bargaining process.
8. Notwithstanding Section 1, the President may request during the bargaining process, that their parameters be extended in the interest of reaching an agreement.

9. Once a tentative agreement has been reached, the President shall report the settlement to Central Executive for ratification.

Policy 7: Regional Newsletters and Websites

1. PREAMBLE

1. Publication of Regional websites and newsletters is expected to strengthen communication links among teachers, Central Office and the six (6) Regions of the NTA.
2. Newsletters and websites are expected to develop inter-regional relationships through the recording and exchange of ideas and concerns particular to each Region on educational, Association, professional and teacher welfare issues.

2. PROCEDURES

1. Each Regional Executive can cause to be published a Regional newsletter and or website.
2. Each Regional Executive shall establish guidelines for the following:
 1. Name of Publication
 2. Incorporation of the NTA logo
 3. Deadline dates for submission of articles
 4. Specific dates for and methods of circulation
 5. Format
 6. Advertising

7. Appointment of the Regional Executive member in charge of the newsletter and or website
8. Establishment of a Regional Newsletter Committee if necessary

3. The Regional newsletter should be made accessible to the following:

1. Each NTA member residing in the Region
2. Each NTA member from the Region who is on educational leave
3. NTA Central Office
4. All NTA Regional Presidents
5. Other persons as decided by the Regional Executive.

Policy 9: Ratification Procedure – Collective Agreements

I. PREAMBLE

1. By-law 6.2.13.3 states that it is a duty of Central Executive:

“1. to establish procedures for the conduct of collective bargaining, specifically in the following areas:

3. ratification following signing of a memorandum of agreement”

2. Central Executive hereby appoints the Executive Member in charge of Collective Bargaining as the chief administrator of this policy.

3. It is recognized that members employed in Regional offices are to attach themselves to the membership of the school nearest their place of employment.

2. GENERAL

1. This policy is designed to accomplish the following objectives:

1. to guarantee maximum return on votes cast during the ratification process;

2. to ensure that ratification of a Collective Agreement is related to the majority vote of the total membership;
3. to allow time for the exchange of ideas and opinions between Schools and Regions prior to the actual casting of votes;
4. to minimize communication difficulties associated with the ratification process;
5. to minimize costs associated with the ratification process;
6. to expedite the ratification process

2. In administering the ratification process, the Executive Member in charge of Collective Bargaining shall utilize the services of the Communications Liaison in accordance with Association policies.

3. The Executive Member in charge of Collective Bargaining is hereby empowered to utilize the financial and human resources of the Association in exercising the duties mandated in this policy.

3. ELIGIBILITY

All teachers who are paying membership fees to the Association, and who meet the requirements of Article 2.01(5) and (34) of the Collective Agreement are eligible to vote on the proposed amendments to the Collective Agreement.

4. PROCEDURES

Subject to the approval of Central Executive, the Executive Member in charge of Collective Bargaining shall prepare the ratification package to be distributed to the membership.

1. The Executive Member in charge of Collective Bargaining shall establish the commencement and termination dates of the ratification process to meet the objectives of Policy 19.2.1.

2. Subject to Policy 19.4.1, the ratification package shall contain:

1. all proposed changes to the existing collective agreement;
2. the position of the Collective Bargaining Committee and Central Executive on the proposed changes;
3. the necessary number of ballot sheets;
4. the ratification process commencement and termination dates;
5. the Summary of Ballots Cast form.

3. The required number of ratification packages and one (1) copy of the Summary of Ballots Cast form shall be mailed to the Communications Liaison in each school in Nunavut.

4. Upon receipt of the ratification package, the Communications Liaison shall inform the Regional President and, in consultation with the Regional President, shall establish the distribution and return dates of the ratification package to the Communications Liaison.

5. Within the time limits established pursuant to Policy 19.4.5 and Policy 19.4.3.4, there shall be a meeting of the members in each workplace to discuss the ratification package and/or to consider any action deemed necessary by the members.
6. The Communications Liaison shall retain the Summary of Ballots Cast form and shall distribute one (1) copy of the ratification package to each member in the school.
7. Upon distribution of the ratification package, the Communications Liaison shall supply each member with the following information:
 - (a) the date, time, and place for return of ballots;
 - (b) the date, time, and place of the school meeting if any.
8. Within the time period specified under Policy 19.4.5, the members of each school shall return all ballots to the Communications Liaison.
9. The Communications Liaison shall appoint one member from the teachers of the school to act as scrutineer in the counting of ballots. This section does not apply to a member in a one-teacher school.
10. The Communications Liaison shall count all ballots and shall enter the results on the Summary of Ballots Cast form. This form is to be signed by the Communications Liaison and the scrutineer.

11. The Communications Liaison shall immediately inform Central Office, via collect phone call, facsimile or electronic mail of the results.
12. The Communications Liaison shall mail the Summary of Ballots Cast form and the ballot sheets to the Executive Member in charge of Collective Bargaining at the NTA Office in Iqaluit.
13. Subject to Policy 19.4.12, the Executive Member in charge of Collective Bargaining shall cause the results to be collated and shall report the results to Central Executive.

5. RATIFICATION / REJECTION

1. Central Executive shall declare the proposed agreement “ratified” where 50% plus 1 of the ballots cast by the membership have voted to accept the agreement. Otherwise, Central Executive shall declare the proposed agreement as “rejected”.
2. Where the proposed agreement is accepted, Central Executive shall forthwith inform the Government of Nunavut.
3. Where the proposed agreement is rejected, Central Executive shall forthwith inform the Government of Nunavut, and shall instruct the Executive Member in charge of Collective Bargaining to attempt to reopen negotiations.

Policy 10: Technology and Education

1. PREAMBLE

1. Technology plays a significant role in many aspects of Canadian life. In education, it has an important learning and communications potential that enters significantly into educational activities.
2. The contact between technology and education generates changes in the educational process. Teachers must participate fully in the discussions of these changes and the ensuing decisions.

2. BASIC PRINCIPLES

The teaching profession:

1. accepts computer and communication technology in education as a tool to enhance learning, not an end in itself;
2. recognizes that the technology will be used differentially in education, having more valid application in some areas than others, and touching certain domains more than others;
3. sees its responsibility in monitoring the use of technology and contributing to the on-going study of the need for, and use of, technological tools in schools;
4. recognizes the need to integrate computer technology with existing print and audio-visual technologies.

3. JOINT TECHNOLOGY COMMITTEES

1. To promote the considered and appropriate introduction and use of technology in education, Joint Technology Committees should be established at the provincial/territorial and school levels, with equal representation of teachers and Ministry of Education or School Board personnel.

2. The general functions of Joint Technology Committees should be to advise the competent authorities on policies regarding the use of technology in education, to monitor the implementation of policies that are adopted, and to comment on technology applications. Specifically they should:

1. consider the ramifications of proposed applications of technology for curriculum, teacher-student relationships, and the learning process;
2. advise on plans for the investment in technology;
3. advise on computer literacy programs and computer usage;
4. promote in-service education programs for all educational personnel;
5. promote the implementation of health and safety standards for persons using technological equipment; and
6. research topics and priorities.

4. CURRICULUM AND INSTRUCTION

1. To ensure that students are adequately prepared for a world increasingly influenced by science and technology, school authorities should:

1. ensure that school curricula include courses that educate students for the micro-electronic/information age;
2. advise guidance counselors to encourage students to educate themselves about technology and its meaning for employment opportunities;
3. emphasize the value for all students in pursuing appropriate studies in mathematics and science through junior and secondary levels;
4. address the insecurities and reluctance exhibited by female students toward the study of mathematics, science and technology, in order to encourage greater participation of female students in these areas;
5. provide students with both female and male role models in technology studies, by encouraging female teachers to join their male colleagues in preparing for and teaching mathematics science and computer technology courses and using computers in their classroom work;
6. ensure that curriculum content and instructional processes utilize computers and

related technology to enhance the learning and communication capabilities of students with learning disabilities or physical handicaps.

5. HEALTH AND SAFETY

1. To guarantee that technological equipment and materials are safe and comfortable for the user:

1. the Federal Government should develop national safety standards for micro-electronic equipment;
2. School Boards and Ministries of Education should apply national safety standards governing levels of radiation emission and other hazardous effects of using micro-electronic equipment;
3. authorities must ensure that equipment design respects the physical comfort and mental well-being of the user.

6. TEACHER RE-TRAINING

1. The presence of technology in schools may result in changes in course distribution and teaching assignments. Educational opportunities must be available for teachers wishing to add to their professional credentials in order to qualify for assignments arising from these changes. Organization of such educational opportunities:

1. must be the shared responsibility of governments, school boards, educational institutions and teacher associations;

2. should be funded through negotiated educational leave provisions in collective agreements.

Policy 11: AMCC Resolutions

1. RESOLUTIONS

1. Resolution format

1. Each resolution shall begin “Be it resolved that ...” to be followed by an explanatory note if necessary.
2. NTA will provide a template on which Resolutions are to be submitted.
3. Resolutions coming into the NTA Office shall be properly identified by their originators.

2. Resolution Content

Central Council deals with three types of resolutions at the Annual Meeting:

1. Action resolutions direct a single action by NTA to take place during the following year. These resolutions should be focused on actions NTA has the ability to undertake unilaterally, such as research.
2. Bylaw resolutions are suggested changes to current NTA Bylaws, or suggested additions of new Bylaws.
3. Policy resolutions are suggested changes to current NTA Policies, or suggested additions of new Policies. Suggestions for changes to jointly managed documents, or non NTA policies, such as the NTA – GN Collective Agreement, or the PDC Policy Book are not handled via the above resolution process.

3. Resolutions to be discussed at the AMCC shall come only from:

1. Active Members
2. Schools/ Workplaces
3. Regions of the NTA
4. Central Executive, and
5. The Floor of AMCC

4. All resolutions shall be in the NTA Office at least 60 days prior to AMCC.

5. All resolutions, arising from **11.2.1 through 11.2.3** shall be published in an NTA newsletter 45 days prior to AMCC.

6. The Legislative Committee in respect to resolutions that are submitted in writing within the timeline contained in Policy **11.4** shall prepare an AMCC Resolutions package.

7. The Legislative Committee in respect to resolutions from the floor of the AMCC that are submitted in writing within the timeline set during the AMCC shall prepare such resolutions to be included in the AMCC resolutions package.

8. It is the duty of the Legislative Committee to:
 1. Examine all such motions to ensure that they are properly worded for their purposes;
 2. Identify motions which appear to be out of order
 3. Where two or more motions from any source appear to be similar in intent, prepare a consolidated resolution.

Policy 12: Terms of Reference for the PDC

(NTA Members)

1. APPOINTMENT OF MEMBERS

Central Executive shall appoint members to the Nunavut Professional Development Council and the Nunavut Educators Qualification Committee as and when required for a period of two years. Schools, regions and elected officers shall be encouraged to submit names of prospective nominees to the President.

2. COMPENSATION FOR MEMBERS

The NTA shall reimburse the members for any reasonable expenses incurred and involved with committee activities in the event such expenses are not paid for by some other party.

3. ACCOUNTABILITY OF MEMBERS

The members appointed by the NTA are bound by NTA policy. Any questions regarding the interpretation of policy shall be referred to the Central Executive. Once the interpretation of the policy has been given by Central Executive the application and administration of the policy shall be the responsibility of and at the discretion of the members of the Nunavut Professional Development Council.

Decisions made by committee members shall not be challenged by the Central Executive or individual officers unless it can be clearly shown that the decision was neither fair nor reasonable.

Policy 13: Travel

(for NTA Office Staff, Elected Representatives, And Members Serving on NTA Committees)

Travel arrangements for NTA Office staff and members authorized to travel on Association business are made at the discretion of the President and or the Executive Director.

Additional expenses incurred because of personal changes to travel plans shall not be reimbursed by the NTA.

Reimbursement for approved travel expenses and per diem allowances shall be made after submission and approval of an NTA Expense Claim form by the NTA Executive Assistant.

In case of travel interrupted due to weather or mechanical issues, travelers are expected to contact the NTA Office or a member of staff for instructions. If members are stuck in their own community, they are expected to report for work as per usual.

The NTA shall not provide reimbursement for air travel, hotel accommodation, or car rental expenses which have been provided by frequent flyer plans, travel club points or any similar plan.

Receipts must be provided for all air travel, hotel accommodation and car rentals, and any amounts claimed in excess of specified limits.

Policy 14: Financial Policy

1. The Finance Committee shall consist of three voting members, the President, the Secretary-Treasurer, and another member selected by the Central Executive.
2. The Finance Committee shall prepare budgets for presentation at the Annual Meeting of Central Council, make recommendations in regard to annual fees and in general act as financial advisors to Central Executive as per By-law 10.2.5.
3. The Finance Committee shall regularly review the financial statements of the NTA and report to Central Executive any substantial deviations between actual revenue and the expenditures compared with the approved budget.
4. The Finance Committee shall ensure that funds are adequately invested as per the NTA policy “Philosophy for Investments.”
5. The Finance Committee shall, on the advice of an investment counselor, manage the NTA investment portfolio.
6. The Finance Committee shall see to the protection of the Association by the maintenance of adequate insurance policies against fire, theft, other unforeseen hazards and claims for damage based on legal liability.
7. The Finance Committee shall arrange every five years or as necessary, an assessment of Association property, furnishings, and equipment for insurance purposes.

8. The Finance Committee shall see to the provision of adequate travel and accident insurance for Association members who travel on Association business.

9. The Finance Committee shall regularly review and establish guidelines governing expense accounts and expense account forms.

10. The Finance Committee shall examine and approve expense accounts of the President and NTA Executive Director.

11. The Finance Committee shall see to the appointment of an auditor, the preparation of an annual audit of Association financial transactions and records and presentation of the audited report to the Annual Meeting of Central Council.

12. The Finance Committee shall recommend to Central Executive the allowance for expenses incurred by delegates at AMCC

13. The Finance Committee shall make a detailed analysis of all actual expenses of the Association on an annual basis.

14. The Finance Committee shall prepare budgets for presentation to AMCC.

15. The Finance Committee shall approve, as per By-law 12.8, the payment of salary and benefits of the NTA President.

16. Central Council will determine how surplus money identified at the end of the financial year will be allocated.

Policy 15: Philosophy for Investments

The Nunavut Teachers' Association Act states in section 2, subsection 3, clause (c), that the Association has the power "to invest any moneys of the Association in securities in which trustees may invest under the Trustee Act". In consideration of those guiding principles, set out in section 3 of the Trustee Act, the NTA adopts the following policy for the investment of Association funds:

1. Funds may be invested in real estate providing the investment meets the following criteria:

1. Transactions must be approved by a three-fifths (3/5) vote of Central Councilors;
2. The investment is to secure office/residential space for the Association; and
3. Such office/residential space is to be developed and/or occupied within the foreseeable future from the date of purchase.

Residual funds may be invested in term deposits, guaranteed income certificates, bonds, treasury bills, money market funds and may also be invested in whole or in part by a professional investment counselor who operates under the general direction of the NTA Finance Committee. The parameters for such investments are that no more than 50% of the total investment may be in equities (such as blue chip stocks, and excluding any speculative stocks).

The balance may be in bonds, cash and readily marketable securities.

Every reasonable precaution must be used in order to insure the funds in financial institutions.

Policy 16: Legal Assistance

1. GENERAL

The following principles shall govern the provision of legal assistance to members:

1. The procedure shall provide for natural justice.
2. The Association shall direct all legal counsel.
3. Members requiring legal advice or assistance on matters relating to teaching may contact the President or the NTA Executive Director who will obtain, on their behalf, any legal advice or assistance considered necessary.
4. Members failing to obtain the prior written authorization of the Association shall not be reimbursed for legal expenses.
5. Active members shall, on written request, be provided with legal assistance, up to and including the time of trial, in defending themselves against any charge arising directly out of their practice of the teaching profession. This includes regularly assigned duties, approved extracurricular activities and approved field trips. It does not include such things as a meeting initiated by a teacher outside of school premises.
6. Non-active members, which for the purpose of this policy shall mean former active members, may be provided with legal assistance up to and including the time of trial. Such assistance shall only be considered provided they were a dues

paying active member at the time of the incident giving rise to the requirement for legal assistance.

7. Legal assistance to non-active members requires the approval of the Central Executive.

2. A member suing or taking action against another member shall not be provided with legal assistance.
3. Notwithstanding, Policy 32.1.5, the Association reserves the right to refuse or withdraw support for any case and/or limit the reimbursement of legal costs.
4. If the Central Executive decides to accept a recommendation made in consultation with a solicitor that member shall be advised of the decision in writing. The member shall have the right to appeal the decision before Central Executive.
5. A solicitor retained by the Association shall be used in the defense of a member, unless there is some critical reason for not using that solicitor. Such reasons would include conflicting prior involvement in an aspect of the case or a conflict of interest between the firm and the member in another case.

6. Legal advice or assistance shall not be provided to an individual for any action that occurred prior to their becoming a member of the Northwest Territories Teachers' Association or the Nunavut Teachers' Association.
7. The NTA shall not be responsible for legal costs incurred by either the plaintiff or the accused involved in a discipline hearing nor any appeal arising from a discipline hearing.

2. REGIONAL EXECUTIVE

The following principles, subject to the General Principles, shall govern the provision of legal assistance to Association Regional Executive:

1. When a statement of claim arising out of Association business has been filed in court against a Region or its officers, legal assistance shall be provided.
2. In all other cases, the services of a solicitor shall be furnished to Regional Executive only with the written authorization of the President.

3. TERMINATION / SUSPENSION

Requests for assistance in termination or suspension cases shall be governed by the following principles, subject to the General Principles:

1. The member shall normally be represented at the hearing with the employer by the President or the NTA Executive Director.

2. Where the President or NTA Executive Director considers it necessary, the member shall be provided with legal advice and assistance.
3. A member appealing to a board of reference shall be provided with legal representation.
4. Proper expenses of witnesses called on behalf of the Association and other approved costs which are not compensated by the provisions of the Collective Agreement shall be paid by the Association.

4. CRIMINAL CASES

Requests for assistance in criminal cases arising out of the practice of teaching shall be governed by the following principles:

1. A request for legal assistance must be in writing.
2. The member shall, with the approval of the Executive Director, be provided with legal representation.
3. A member appealing a criminal conviction shall be provided with legal assistance only upon approval of Central Executive. When time is of the essence, an appeal may be filed, but legal assistance for the appeal shall be subject to ratification by Central Executive.
4. Notwithstanding any other provision in this policy, the legal assistance provided by the NTA

for criminal charges and/or appeals shall be as follows:

1. The accused shall be responsible for the payment of the first two hundred dollars (\$200) of incurred costs.
2. The accused shall be responsible for the payment of twenty percent (20%) of all incurred costs between the first two hundred dollars (\$200) and twenty thousand dollars (\$20,000).
3. Any costs in excess of twenty thousand dollars (\$20,000) shall be paid thirty percent (30%) by the accused.
4. The limit for such financial assistance shall be thirty-five thousand dollars (\$35,000.00).

5. GRIEVANCE/ARBITRATION

Requests for assistance in pursuing grievances shall be governed by the following principles:

1. Advice and representation shall be available from the President or the NTA Executive Director.
2. Legal advice, if required, shall be obtained by the President or the NTA Executive Director.
3. Legal counsel shall be provided in cases that proceed to an arbitration board.
4. If the President or the NTA Executive Director decides to accept a recommendation made in consultation with a solicitor that a

grievance case not be pursued, the member shall be advised of the decision in writing.

6. OTHER

In situations not specifically covered above, the general principles shall be applied.

Policy 17: Political Action

1. The NTA supports the right of each of its members to participate in the democratic process of society, to be active in any political party of one's choice, and to seek and hold public office.

2. The NTA shall not enter into organizational affiliation with any political party.

3. The NTA has a professional and social responsibility to initiate and participate in non-partisan political activity designed to secure legislation that results in sound educational policies and practices. The Nunavut Teachers' Association program of political action will include:

1. The preparation of legislative proposals;
2. The presentation of proposals to Members of the Legislature, Members of Parliament and the public
3. Implementation of the foregoing points as part of an ongoing and continuous process.

Policy 18: Member Benefits & Protection

It is Nunavut Teachers' Association policy that:

1. Full and active membership in our organization be offered to all educators actively involved in teaching or instruction in Nunavut.
2. When negotiations for a new agreement are not completed by resignation date that the resignation date should be extended to not less than two weeks following the signing of a memorandum of agreement;
3. All terms and conditions of employment are negotiable.
4. The NTA strive to maintain an annual progression in salary levels consistent with economic advances and cost of living.
5. The NTA strive to obtain salaries and working conditions that will attract teachers to Nunavut and retain them.
6. There be a Member Protection Fund for the purposes of legal advice and interpretation in the protection of a member, the general membership, and the Association itself; that each member on strike shall, in accordance with the instructions of the Central Executive, receive a per diem allowance.
7. In the case of a rotating strike, the members who are not on strike (if necessary) be levied an amount by Central Executive suitable to accommodate those members who are on strike.

Policy 19: Conflict of Interest Policy

1. Expectation

1. Directors, Officers and staff of the Nunavut Teachers' Association are expected at all times to act honestly, in good faith and in the best interests of the Association.
2. Directors, Officers and staff of the Association are expected to ensure that their activities and interests do not place themselves in a position of conflict, either perceived or real, and where their duty to the Association conflicts with their own personal interest.
3. Directors, Officers and staff of the Association shall declare to the forthwith, prior to any meeting any conflict of interest

2. Definition

A conflict of interest arises when there is a divergence between the private interests of a Director, Officer or staff member of the Association and such person's obligation to the Association to act in its best interest. An Interest shall be defined to include:

1. a personal or business benefit or advantage;
2. an increase or decrease in the value of real or personal property;
3. an advantage, gain, profit, or reward of any kind, whether pecuniary or otherwise, and whether direct or indirect; or
4. a duty owed as a Director, Officer, elected official, associate or employee of a person contracting or transacting with, proposing to

contract or transact with, or engage in a dispute with, the Association.

3. Procedures

1. Every Director and Officer of the Association shall disclose the nature and extent of his or her Interest in writing at or prior to a meeting of the Central Council and/or Central Executive of and shall forthwith prior to any discussion or decision of the Central Council and/or Central Executive regarding a relevant matter absent himself or herself from the room in which the Central Council and/or Central Executive are meeting and shall not in any fashion participate in any discussion or decision of the Central Council and/or Central Executive regarding the matter then being considered by the Central Council and/or Central Executive.

2. The disclosure required by this policy on the part of any Director or Officer shall be recorded in or annexed to the Minutes of the meeting of the Central Council and/or Central Executive at which time such disclosure was made.

3. A member of staff of the Association who believes he or she may have a conflict of interest in regard to a matter they are dealing with as a consequence of their employment with the Association shall advise the Executive Director of the Association forthwith and shall seek and follow such guidance as is reasonable in the circumstance.

Policy 20: Electronic Communications Policy

1. The Nunavut Teachers Association will manage a Nunavut Teachers Association website
2. The NTA will manage an NTA email system
3. All active members, and NTA professional staff will have access to an NTA email user account.
4. Other staff of the NTA may have access to the NTA email system at the discretion of the NTA President and Executive Director, who will inform Central Executive
5. All users must adhere to the NTA Code of Ethics and the NTA email usage agreement when using the NTA email system.
6. NTA Elected representatives and Office Staff will not use Social Media accounts for association business without prior permission from the President and Executive Director.

Policy 21: NTA Specialist Councils

1. Specialist Councils allow members sharing the same disciplines or interests to:

1. Provide a communication link among members so that topics of common concern can be addressed (For example: preparing and distributing newsletters and flyers)
2. Assist in the professional development of Council members through communication and the provision of professional experiences (for example: conducting teleconferences, symposiums, focus groups and information sessions)
3. Provide leadership in specific areas of education by making representation to the Association, to the Department of Education and to other educational agencies on behalf of the Specialist Council Membership (for example: responding to curriculum documents)
4. Address any welfare or social issues with direct relevance to student learning
5. Establish affiliations with national counterpart Organizations

2. In order to form an NTA Specialist Council, members must fill out the application form and submit it to NTA Central Executive for endorsement.

3. NTA Specialist Council status is valid for the balance of the current school year.

4. In order to renew an NTA Specialist Council, a renewal application must be submitted to NTA Central Executive prior to September 30 of the school year in which the NTA Specialist Council wishes to renew its status.
5. NTA Specialist Councils must be endorsed by NTA Central Executive prior to applying for PDC Specialist Council funding. Applications can be requested from the NTA Director of Member Services.