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# Members' Handbook



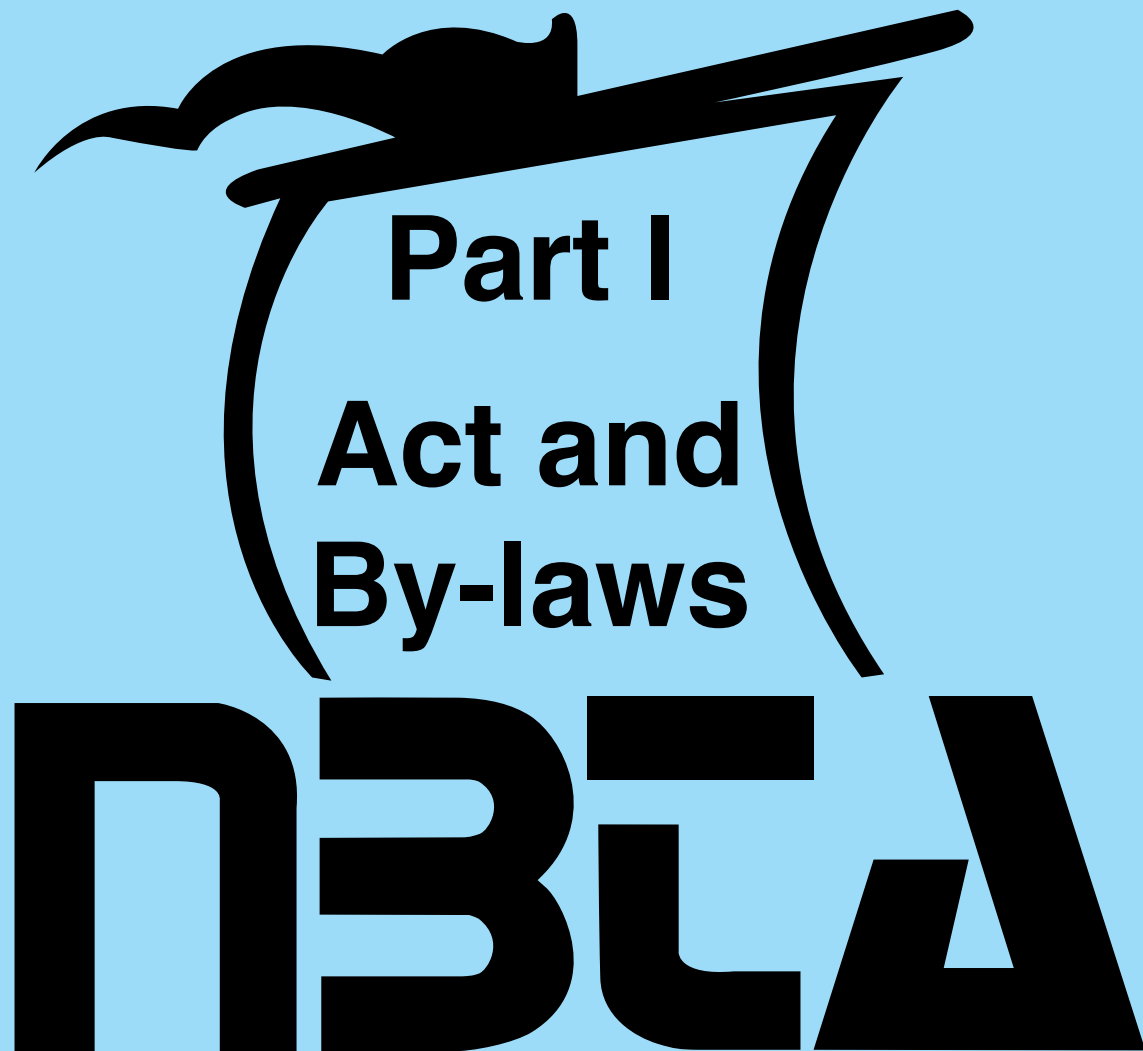
New Brunswick Teachers' Association  
650 Montgomery Street, P.O. Box 752  
Fredericton, NB E3B 5R6  
Tel: (506) 452-8921, Fax: (506) 453-9795  
Website: [www.nbta.ca](http://www.nbta.ca)

2022-2023 EDITION

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*Includes the Code of Professional Conduct*

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## Foreword

The NBTA Members' Handbook is designed to inform NBTA members of the various statutes, by-laws, and policies which govern the operation of the Association. Published under the authority of the NBTA Board of Directors, it is intended for the use of branches, committees, and individual members of the Association.

This edition of the Handbook is published in two parts:

**Part I** includes the organization of NBTA, its affiliation with various provincial, national, and international groups, the Act of Incorporation, the By-laws of the Association, and the Code of Professional Conduct.

**Part II** includes listings of NBTA Executive Directors, NBTA Presidents, NBTA Special Recognition Award Recipients, Vince Sunderland Memorial Award for Outstanding Leadership Recipients, Credit Union Award Recipients, NBTA Honorary Life Members, and Centennial Award Recipients. Also published in Part II are sections containing Services to Members, overviews of Certification and the Teachers' Pension Plan, and NBTA Policies.

While every attempt has been made to ensure the accuracy of the information contained in these publications, the reader is urged to refer any specific questions or concerns to the appropriate NBTA, NBTF, or government officer, or original documentation.

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# Teachers' Organizations

**Education International (EI)**

5 boulevard du Roe Albert 11  
B-1210 Brussels, Belgium [ei-ie.org](http://ei-ie.org)

**Canadian Teachers' Federation (CTF)**

2490 Don Reid Drive  
Ottawa, Ontario K1H 1E1 [ctf-fce.ca](http://ctf-fce.ca)

**Yukon Teachers' Association (YTA)**

2064 Second Avenue  
Whitehorse, Yukon Y1A 1A9 [yta.yk.ca](http://yta.yk.ca)

**Northwest Territories Teachers' Association (NTTA)**

5018 - 48 Street, P.O. Box 2340  
Yellowknife, Northwest Territories  
X1A 2P7 [nwta.nt.ca](http://nwta.nt.ca)

**Nunavut Teachers' Association**

P.O. Box 2458  
Iqaluit, Northwest Territories X0A 0H0 [ntanu.ca](http://ntanu.ca)

**British Columbia Teachers' Federation (BCTF)**

100 - 550 West 6th Avenue  
Vancouver, British Columbia V5Z 4P2 [bctf.ca](http://bctf.ca)

**The Alberta Teachers' Association (ATA)**

11010 - 142 Street NW  
Edmonton, Alberta T5N 2R1 [teachers.ab.ca](http://teachers.ab.ca)

**The Saskatchewan Teachers' Federation (STF)**

2317 Arlington Avenue  
Saskatoon, Saskatchewan S7J 2H8 [stf.sk.ca](http://stf.sk.ca)

**The Manitoba Teachers' Society (MTS)**

191 Harcourt Street  
Winnipeg, Manitoba R3J 3H2 [mbteach.org](http://mbteach.org)

**Ontario Teachers' Federation (OTF)**

1300 Yonge Street, Suite 200  
Toronto, Ontario M4T 1X3 [otffeo.on.ca](http://otffeo.on.ca)

**Association des enseignantes et des  
enseignants Franco-Ontariens (AEFO)**

681, chemin Belfast  
Ottawa, Ontario K1G 0Z4 [aefo.on.ca](http://aefo.on.ca)

**Elementary Teachers' Federation of Ontario  
(ETFO)**

480 University Avenue, Suite 1000  
Toronto, Ontario M5G 1V2 [etfo.ca](http://etfo.ca)

**The Ontario English Catholic Teachers'  
Association (OECTA)**

65 St. Clair Avenue East, Suite 400  
Toronto, Ontario M4T 2Y8 [oecta.on.ca](http://oecta.on.ca)

**Ontario Secondary School Teachers'  
Federation (OSSTF)**

60 Mobile Drive  
Toronto, Ontario M4A 2P3 [osstf.on.ca](http://osstf.on.ca)

**Quebec Provincial Association of Teachers  
(QPAT)**

17035 Brunswick Boulevard  
Kirkland, Québec H9H 5G6 [qpat-apeq.qc.ca](http://qpat-apeq.qc.ca)

**L'association des enseignantes et des  
enseignants francophones du Nouveau-  
Brunswick (AEFNB)**

650, rue Montgomery, C.P. 712  
Fredericton, Nouveau-Brunswick  
E3B 5B4 [aefnb.ca](http://aefnb.ca)

**New Brunswick Teachers' Association (NBTA)**

650 Montgomery Street, P.O. Box 752  
Fredericton, New Brunswick E3B 5R6 [nbta.ca](http://nbta.ca)

**The New Brunswick Teachers' Federation  
(NBTF)**

P.O. Box 1535, 650 Montgomery Street  
Fredericton, New Brunswick  
E3B 5G2 [nbtfenb.ca](http://nbtfenb.ca)

**Nova Scotia Teachers Union (NSTU)**

Dr. Tom Parker Bldg., 3106 Joseph Howe Drive  
Halifax, Nova Scotia B3L 4L7 [nstu.ca](http://nstu.ca)

**Prince Edward Island Teachers' Federation  
(PEITF)**

P.O. Box 6000, 24 Glen Stewart Drive  
Charlottetown, Prince Edward Island  
C1A 8B4 [peitf.com](http://peitf.com)

**Newfoundland and Labrador Teachers'  
Association (NLTA)**

3 Kenmount Road  
St. John's, Newfoundland A1B 1W1 [nlta.nl.ca](http://nlta.nl.ca)



## **History of the New Brunswick Teachers' Association**

The first teachers' associations in New Brunswick were formed in Albert County and in Kent County in 1902. The Albert County association was known as the Albert County Teachers' Union and had eleven members, charging a fee of 25 cents per year. It changed its name to the New Brunswick Teachers' Union in 1903 and attempted to expand its membership. During 1902 and 1903, teachers' unions were formed in a number of counties and in March 1903, a convention of representatives from different counties was held and a new organization known as the New Brunswick Teachers' Association was formed. During the next few years, the organization was active and succeeded in obtaining improved salaries in a number of cities, towns and districts, but by 1907, interest had begun to die both in the NBTA and in education generally. Salaries were very low, living costs were increasing, and in spite of the granting of many local licenses, 407 schools had no teachers.

For the next ten years the NBTA, whose active members had dropped to 172, was dormant. It was revived and reorganized in 1918. Since then, it has made steady progress in numbers and in furthering education in New Brunswick.

By 1919 the organization had a membership of 451 teachers and receipts of \$387. As a voluntary organization, it expanded rapidly in membership and influence. In 1942, it was incorporated and membership became automatic for all New Brunswick teachers.

A.R. Stiles, who had been part-time Secretary-Treasurer of the Association, became its first full-time employee and conducted the affairs of the Association from his home in Riverside, Albert County. He continued in this capacity and location until his retirement in June 1954.

The office was moved to Fredericton and A.H. Kingett was named to succeed A.R. Stiles. Miss Alexandrine LeBreton was named his assistant. Shortly after opening the office at 634 Queen Street, a full-time stenographer was added to the staff. The organization continued to grow and eventually, after a succession of moves, built offices on the campus of UNB in 1968.

In 1970, with the formation of the New Brunswick Teachers' Federation, the focus of the NBTA shifted to provision of services to the English-speaking teachers of New Brunswick in the areas of ethics, professional development, and curriculum. The NBTA represents its members locally and provincially in liaison with School Boards, the Department of Education and Early Childhood Development, universities, and other interested groups. It also works with AEFNB (the French-speaking section) through the NBTF to provide services related to economic welfare.

Today the Association head offices are in the NBTF Building located at 650 Montgomery Street, Fredericton. Its membership stands at 6000 teachers and has a staff consisting of a full-time President, six administrative personnel and seven full-time support staff.

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# History of the New Brunswick Teachers' Federation



Until 1970 all teachers in New Brunswick belonged to the New Brunswick Teachers' Association. In 1970, however, three teachers' organizations were formed to serve the needs of New Brunswick teachers. All teachers were still required to be members of the newly formed New Brunswick Teachers' Federation (NBTF), but had a choice of joining through one of its constituent but autonomous professional organizations - the New Brunswick Teachers' Association (NBTA - the English-speaking section) and l'Association des enseignantes et des enseignants francophone du Nouveau-Brunswick (AEFNB) - the French-speaking section).

The Co-Presidency of the Federation is shared by the presidents of the NBTA and the AEFNB. The Executive and Board of Directors of the NBTF are comprised of the Executives and Boards of Directors of both the NBTA and AEFNB. The three current Executive Directors are Kerry Leopkey (NBTF), Larry Jamieson (NBTA), and Marcel Larocque (AEFNB, Acting).

In laying the groundwork for the new structure, service responsibilities were divided into two broad categories - economic welfare and professional. The Federation represents all teachers in matters of working conditions and economic welfare, while the two associations serve their respective linguistic groups in matters of a professional, ethical, or curricular nature.

## **Federation Services**

The Federation has two major mandates in its role of service. The first is to represent its approximately 9000+ members in the negotiation and application of the Collective Agreement with the Board of Management. The application of the Collective Agreement includes the presentation of grievances, and employee-employer relations with the Board of Management, School Districts, and the Department of Education and Early Childhood Development. The Federation is also responsible for pensions and teacher certification. In addition, it provides its members with services in the areas of group insurance and employee assistance programs. The Federation is a bilingual organization and, therefore, all services are offered to members in the language of their choice.

Another mandate of the Federation is to provide all administrative and management services related to the Federation building.

The Federation has a complement of 12 employees.

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# Organization of New Brunswick Teachers' Association

## **NBTA Annual General Meeting**

- One delegate for every 100 members or major fraction thereof in each branch, with a minimum of one and maximum of six
- Held last weekend in May

## **NBTA Board of Directors**

- President
- Vice-President or Vice-President/President-Elect
- Past President
- One director elected in each branch having up to 750 teachers
- Two directors elected in branches having more than 750 teachers
- Executive Director (non-voting)
- Acts on behalf of the Association between Annual General Meetings
- At least three times per school year

## **NBTA Executive Committee**

- President
- Vice-President or Vice-President/President-elect
- Past President
- Five additional members elected by and from the Board of Directors
- Executive Director (non-voting)
- Acts on behalf of the Association between meetings of the Board of Directors
- Monthly meetings except July and December

## **NBTA Committees:**

### **Strengthening Relationships Quadrant**

- In-School Administrators Committee
- Council Coordinating Committee (named by Councils)

### **Promote & Support Public Education Quadrant**

- Internal Communications Committee
- External Communications Committee

### **Enhanced Learning & Working Environment Quadrant**

- K-8 Committee
- 9-12 Committee
- Education Support Services Committee

### **Professional Stewardship**

- Finance Committee
- Awards Committee
- Nominating Committee
- Professional Conduct & Standards Committee
- Member Services Committee

### **NBTA Administrative Staff**

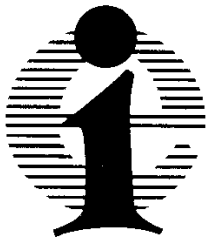
- Executive Director
- Deputy Executive Director
- Four Staff Officers

### **NBTA Councils**

- Elementary Council
- Middle Level Council
- High School Council

*From time to time, NBTA establishes ad hoc committees to do indepth study and make recommendations on specific areas of concern.*





# Education International

Formed in 1993 by the merging of the International Federation of Free Teachers' Unions (IFFTU) and the World Confederation of Organizations of the Teaching Profession (WCOTP).

32,000,000 workers in education

BRUSSELS



**Canadian Teachers' Federation**  
nearly 273,000 members      Ottawa



**L'Association des enseignantes et enseignants francophones du Nouveau-Brunswick**

**3000 members**

**Fredericton**

**New Brunswick Teachers' Association**

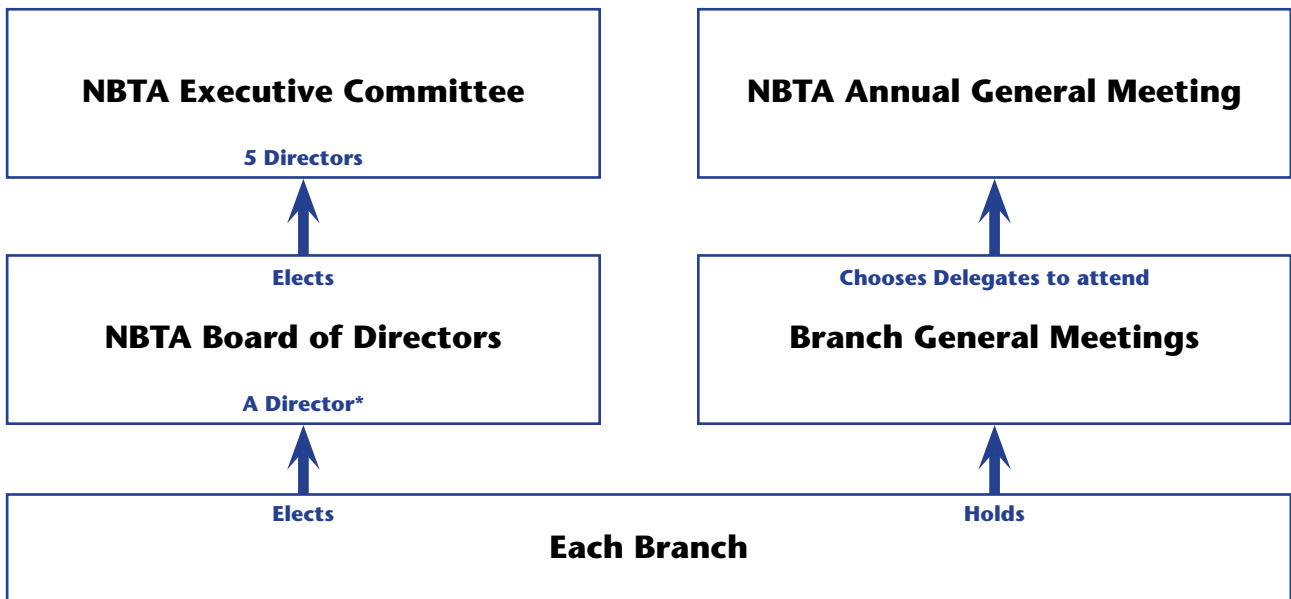
**6000 members**

**Fredericton**

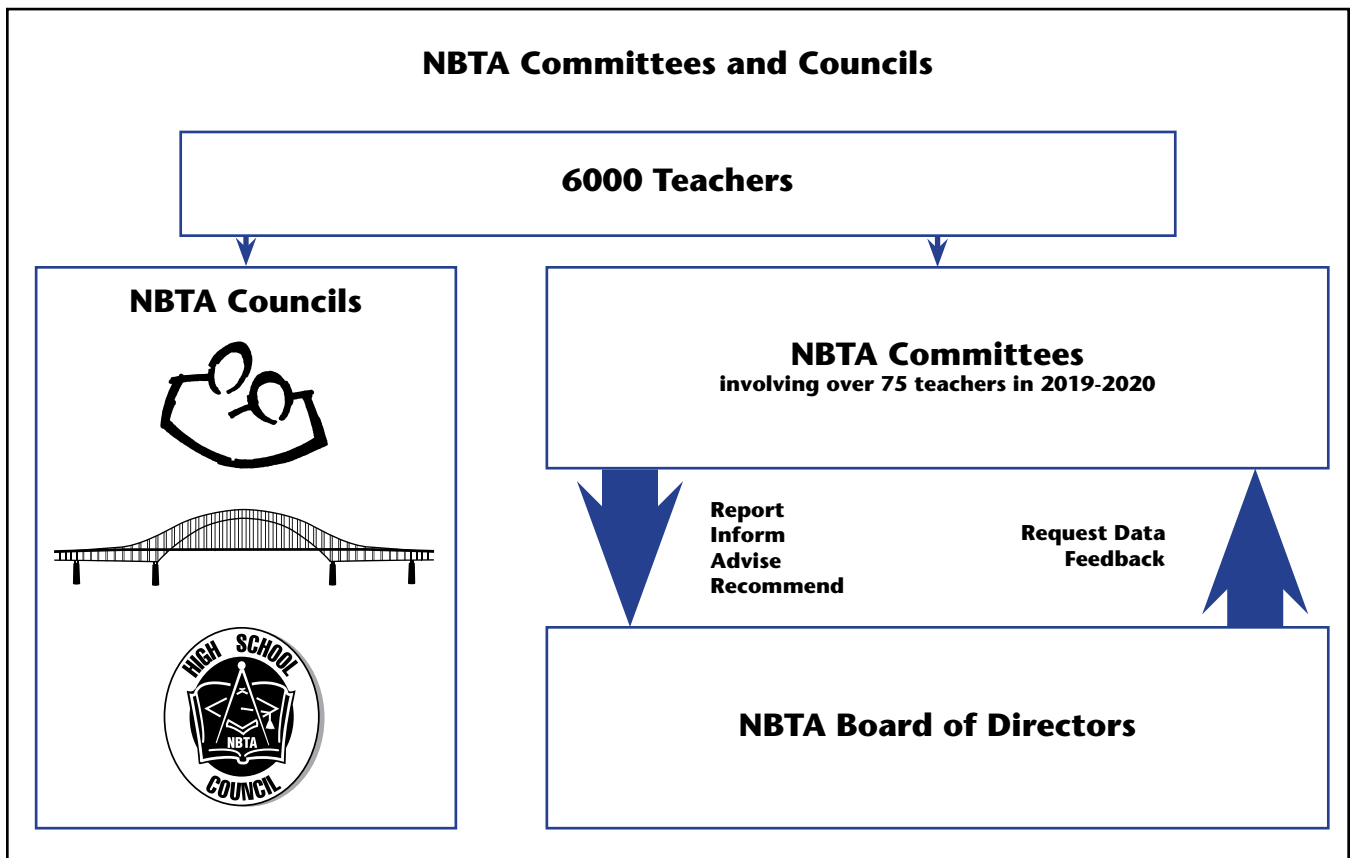
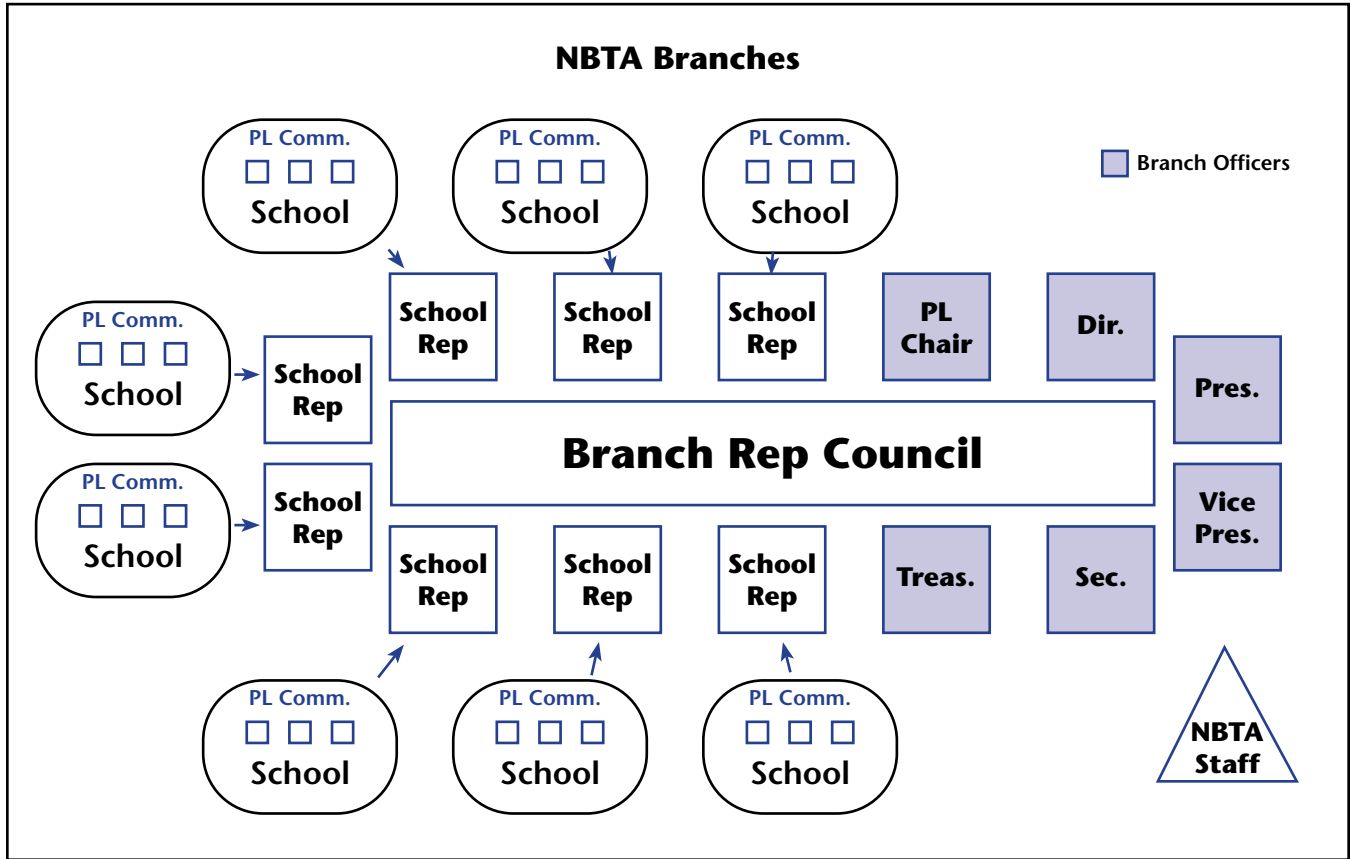


NEW BRUNSWICK  
TEACHERS' FEDERATION  
FÉDÉRATION DES ENSEIGNANTS  
DU NOUVEAU-BRUNSWICK

## New Brunswick Teachers' Association



**BRANCHES, COMMITTEES AND COUNCILS**





# Code of Professional Conduct

## of The New Brunswick Teachers' Association

(Revised June 2011)

### THE PLEDGE

We, the members of the New Brunswick Teachers' Association (NBTA), accepting the responsibility to practise our profession according to the highest ethical standards, acknowledge our responsibility to the teaching profession. We are prepared to judge and to be judged by our colleagues according to the provisions of the Code of Ethics (the "Code").

### PRINCIPLES

The Code is based on the following principles:

#### Teacher-Student

- Teachers shall regard as their first obligation the student's physical, social, moral and educational growth.
- Teachers have regard for the dignity, liberty and integrity of students under their supervision and endeavour to convey to students an understanding of their own worth.
- Teachers maintain high standards of professional competence and endeavour to develop in their students an appreciation for high standards of accomplishment.
- Teachers have regard for the safety of their students.
- Teachers recognize the special position of trust and responsibility which they assume in their guidance of young people.

#### Teacher-Teacher/Profession

- Teachers endeavour to maintain public regard of their profession by improving and maintaining favourable public relations.
- Teachers endeavour to improve their professional competency and maintain an awareness of changes in education and the world.
- Teachers strive to be supportive of other teachers and ensure that any criticism of other teachers is judicious and proper.
- Teachers support NBTA and the New Brunswick Teachers' Federation (NBTF) in promoting the interests of teachers.

#### Teacher-Employer

- Teachers respect the authority of the School District in the management of schools.
- Teachers avoid all conflicts of interest that arise from, or that might impair their employment.

### CODE OF ETHICS

#### 1. Teacher-Student

It shall be unethical for a teacher to

- (a) treat pupils in a manner that is unjust or partial;
- (b) exploit the privileged relationship between teacher and pupil;
- (c) undermine the confidence of teachers or students in other students;
- (d) divulge other than through professional channels any information of a personal or domestic nature concerning pupils obtained in the course of his/her professional duties;
- (e) accept additional remuneration for tutoring a pupil in any subjects in which the teacher is responsible for giving classroom instruction to that pupil;
- (f) knowingly disregard the safety of his/her pupils;
- (g) fail to notify the Minister of Social Development, as per the terms of the Family Services Act, where he or she has information causing him or her to suspect that a child has been abandoned, deserted, physically or emotionally neglected, physically or sexually ill-treated, or otherwise abused.
- (h) fail to notify the Minister of Education where he or she has information causing him or her to suspect that a student has been physically or sexually ill-treated or otherwise abused by an adult in the school system.

## ■ CODE OF PROFESSIONAL CONDUCT

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### 2. Teacher-Teacher/Profession

It shall be unethical for a teacher to

- (a) seek a position except through professional means;
- (b) seek a position that is declared in dispute by the NBTF;
- (c) undermine the confidence of students or parents in other teachers;
- (d) criticize a fellow teacher except (i) when demanded or authorized by law or workplace policies; (ii) in response to enquiries for factual information by the administrative staff, in carrying out the normal course of their duty to the employer; or (iii) where warranted to protect the interests of the profession;
- (e) submit a report either oral or written on a fellow teacher without informing the teacher except as per 2(d)(i) or 2(d)(ii);
- (f) knowingly submit false or misleading reports on fellow teachers;
- (g) seek to change NBTA policy except through the proper channels of the NBTA (Local Branch, Board of Directors, Executive, General Meeting);
- (h) recognize any individual or group except the NBTA and the NBTF as the official voice of teachers;
- (i) criticize the NBTA, its Directors, Executive or Administrative Staff, except within the membership of the NBTA;
- (j) while holding a position of added responsibility, subscribe to the dismissal of a teacher on grounds related to work performance, without first attempting to help and counsel that teacher by means of formative evaluation;
- (k) accept personal gifts which would not directly benefit the school program, from companies servicing the needs of schools or student extracurricular activities;
- (l) use his/her position to profit from the sale of goods and services to or for pupils in the teacher's charge.

### 3. Teacher-Employer

It shall be unethical for a teacher to

- (a) acting alone or as a member of a group, take unilateral action with a School District, the Minister of Education, or any government person or persons, or politician in matters which

is contrary to the position of the NBTA or NBTF, or which may be prejudicial to fellow members;

- (b) engage in activities which advance their personal financial interest to the detriment of the employer during the hours of instruction.

### 4. Conduct Unbecoming a Member of the Profession

It shall be unethical for a teacher, while acting in a professional capacity or otherwise, to engage in misconduct of a reprehensible and serious nature which, in the opinion of the Professional Conduct and Standards Committee (Provincial) (the "Provincial Committee"), discredits the teaching profession or raises serious concerns as to the teacher's integrity.

### 5. Misconduct of a Criminal Nature

It shall be unethical for a teacher to conduct himself/herself in such a way as to be convicted in a court of competent jurisdiction of a criminal offense which, in the opinion of the Provincial Committee, represents serious misconduct which is relevant to the teacher's suitability as a member of the profession.

## IMPLEMENTATION

### Professional Conduct and Standards Committee (Branch)

1. Each Branch shall appoint a Professional Conduct and Standards Committee consisting of five members.
2. The function of the Committee shall be to investigate ethics charges and, when it deems necessary, require that the Provincial Committee conduct a hearing.

### Professional Conduct and Standards Appeal Committee (Regional) (the Complainant's Appeal Committee)

1. There shall be Professional Conduct and Standards Appeal Committees (Regional) consisting of three members.
2. The President (Provincial) shall, in consultation with the Executive, appoint the Professional Conduct and Standards Appeal Committees and shall designate the Chairpersons.
3. The function of the Committees shall be to hear appeals from complainants in ethics charges in those cases where the Branch Committee recommended that a hearing not be held. The decision of the Complainant's Appeal Committee is final.

### Professional Conduct and Standards Committee (Provincial)

1. There shall be a Professional Conduct and

Standards Committee (Provincial) consisting of six members, one of whom shall be selected from the public by the NBTA Board of Directors.

2. The President (Provincial) shall, in consultation with the Executive, appoint the members of the Professional Conduct and Standards Committee and shall designate the Chairperson.
3. The function of the Committee shall be to hear cases of alleged unethical conduct that have been referred from the Branch Committee.
4. A hearing conducted by the Provincial Committee shall include the chairperson, the member selected from the public, and three members of the committee.

## **WHO MAY BE CHARGED**

- (a) Any member of the NBTA
- (b) Any person who was a member of the NBTA at the time of the occurrence of the event(s) which could lead to a proceeding under this Code, so long as not more than two years have elapsed from the last date that the person was a member of the NBTA.

## **PRELIMINARY PROCEDURE**

### **1. Laying a Charge**

- (a) A member of the NBTA or the Association des enseignants et des enseignants francophones du Nouveau-Brunswick (AEFNB), or an NBTA Branch, or the NBTA Executive Committee may lodge in writing an ethics charge against a teacher or teachers. The charge must be signed by the person or persons laying the charge.
- (b) The charge shall be based on alleged unethical conduct and shall state specifically under which section of the Code the charge is being laid.
- (c) The charge shall be submitted in writing to: 1) the Chairperson of the Professional Conduct and Standards Committee (Branch) with copies of the charge to 2) the respondent and 3) the NBTA Executive Director.

### **2. Stay of Proceedings in Extenuating Circumstances**

- (a) At any time from the receipt of the written notice of complaint to the commencement of a hearing at the provincial level, the Executive Director of the NBTA has the authority to stay proceedings until the next regularly scheduled meeting of the Provincial NBTA Executive Committee. The Executive Committee may then determine if the stay of proceedings should continue. If the stay is continued, it will be reconsidered at each subsequent meeting of the

Executive Committee until the stay is lifted.

- (b) This procedure may be invoked in cases where either the complainant or the respondent is required to appear before, or is being investigated by the Employer or other authority due to a potential breach of Department policy, a provincial statute, or federal statute, including the Criminal Code of Canada.

### **3. Function of Branch Committee**

Except as noted in Stay of Proceedings (above), within 14 days of the receipt of the written charge, the Branch Committee shall investigate and determine if a hearing by the Professional Conduct and Standards Committee (Provincial) is warranted. If, in the opinion of the Branch Committee, a hearing is not warranted, then the matter is concluded subject to the complainant's right of appeal.

### **4. If Provincial Hearing NOT To Be Held**

- (a) If the Branch Committee determines that a hearing should not be held, the complainant may, within 5 days of notification of the decision of the Branch Committee, register a notice of appeal with the Executive Director of the NBTA.
- (b) Except as noted in Stay of Proceedings, within 14 days of the receipt of the notice of appeal, the Complainant's Appeal Committee shall investigate and determine if a hearing by the Provincial Committee is warranted.
- (c) The decision of the Appeal Committee is final.

### **5. If Provincial Hearing To Be Held**

- (a) Within a further 5 days, if the Branch Committee or the Complainant's Appeal Committee determines that a hearing shall be held, the respondent and the complainant shall be given due notice; and a copy of the notice and all particulars related to the charge shall be forwarded to the NBTA Executive Director by the Chairperson of the Branch Committee or the Complainant's Appeal Committee.
- (b) Except as noted in Stay of Proceedings, the Executive Director shall, within a further 5 days, forward all particulars related to the charge to the Chairperson and members of the Professional Conduct and Standards Committee (Provincial).
- (c) Except as noted in Stay of Proceedings, the Chairperson, within a further 30 days, shall convene a hearing.

### **Procedure for Provincial Hearing**

The Provincial Committee shall:

## ■ CODE OF PROFESSIONAL CONDUCT

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### **Notification of Hearing**

- (a) Direct the Executive Director to notify all parties involved of the time and place of the hearing at least 20 days before the hearing is to be held.

### **Conduct of the Hearing**

- (b) Conduct the hearing with the complainant and the respondent notified to be present. Should the respondent fail to appear following due notice, the Committee may nonetheless proceed. Each party shall have the right to conduct its case either personally, by teacher advocate, or by legal counsel, to file documents, to call witnesses, to examine and cross-examine witnesses. The Chairperson of the Provincial Committee shall chair the hearing, assisted by legal counsel retained by the Association, such legal counsel to act as advisor to the Provincial Committee in all matters related to the hearing. During the conduct of the hearing, the rules of evidence related to civil action shall be applied by the Committee. The burden of proof to be met shall be “on the balance of probability”, not “beyond a reasonable doubt” as in criminal actions.

### **Sanctions**

- (c) Determine whether or not the respondent is guilty of a breach of the Code of Ethics and if guilty, apply one or more of the following sanctions:
  - (i) a private reprimand
  - (ii) a public reprimand (without limiting the generality of this, it could take one of the following forms.)
    - a. notice to respondent and other interested parties, or
    - b. notice to respondent, other interested parties and appropriate school staff, or
    - c. notice to respondent, other interested parties, and appropriate superintendent or
    - d. notice to respondent, other interested parties, and published in an Association newsletter.
  - (iii) suspension of one or more of the following membership privileges:
    - a. educational improvement grants
    - b. interest-free loans
    - c. eligibility for Project Overseas
    - d. appointment to any NBTA delegations
    - e. participation on any NBTA Committees
  - (iv) recommend to the Minister of Education the suspension or cancellation of the teacher’s certificate.

### **Notification of Decision of Committee**

The Executive Director shall, within 10 days after the completion of the hearing, notify both parties of the decision of the Provincial Committee.

### **Expenses**

- (a) Travel, meals and accommodation expenses for the complainant, or designate and the respondent, or designate, will be borne by the NBTA in keeping with current policy on expenses.
- (b) The expenses of witnesses for the successful party may be paid at the discretion of the Provincial Committee.

### **Respondent’s Rights Following Provincial Committee Decision**

A person found guilty of a breach of the Code may request judicial review of the Provincial Committee’s decision from the New Brunswick Court of Queen’s Bench.

## **RECONSIDERATION**

At least one year following the decision of a Provincial Committee, a teacher may request the Provincial Committee convene for the purpose of reconsidering any sanction which it imposed. Prior to holding a hearing of reconsideration, the Provincial Committee may require security for costs associated with the hearing in an amount to be determined by the Board of Directors. Should the request for reconsideration be successful costs may be returned to the teacher.

## **DEFINITIONS**

- (a) Complainant(s): A member of either the NBTA or the Association des enseignantes et des enseignants francophones (AEFNB), or NBTA Branch or the NBTA Executive who lays a charge under the Code.
- (b) Respondent(s): The teacher or teachers against whom a charge has been laid pursuant to the Code.
- (c) Notice(s): For purposes of this Code means official written notification by registered mail or personal service.
- (d) Days: For purposes of this Code means teaching days.
- (e) Rules of Evidence and Procedure: means the receipt of any relevant evidence whether admissible in a court of law or not.
- (f) Burden of Proof: On the balance of probability.

# Organization of New Brunswick Teachers' Federation

## **NBTF Special General Meeting**

- An NBTF Special General Meeting may be called according to Article 7(1) of the NBTF Act of Incorporation

## **NBTF Board of Directors**

- Co-Presidents (NBTA President, AEFNB President)
- NBTA Vice-President or Vice-President/President Elect
- AEFNB Vice-President
- NBTA Past President
- AEFNB Past President or President Elect
- The Directors elected by the recognized Branches of the NBTA and of the AEFNB
- NBTF Executive Director (non-voting)
- NBTA Executive Director (non-voting)
- AEFNB Executive Director (non-voting)

## **NBTF Executive Committee**

- Co-Presidents (NBTA President, AEFNB President)
- NBTA Vice-President or Vice-President/President Elect
- AEFNB Vice-President
- NBTA Past President
- AEFNB Past President or President Elect
- Two additional members elected from the NBTA Executive Committee
- Two additional members elected from the AEFNB Executive Committee

## **NBTF Advisory Committees**

- Employee-Employer Relations
- Finance
- Grievance Committee

## **NBTF Administrative Staff**

- Executive Director
- Deputy Executive Director
- Labour Relations Officer

## **NBTF Group Insurance Trustees**

### Voting:

- Five members appointed by NBTA
- Three members appointed by AEFNB
- One Anglophone retiree
- One Francophone retiree

### Non-voting:

- NBTF Executive Director or designate
- One Employer representative
- Johnson Consultant - Claims and Administration

Oversees all aspects of the NBTF Group Insurance Program

**Chapter 107**

An Act respecting

The New Brunswick Teachers' Federation,

The New Brunswick Teachers' Association and

l'Association des enseignantes et des enseignants francophones  
du Nouveau-Brunswick

1992, c.93, s.1

*Assented to June 30, 1983*

Whereas The New Brunswick Teachers' Federation, The New Brunswick Teachers' Association and l'Association des enseignants francophones du Nouveau-Brunswick have, by their petition, prayed that the Act incorporating The New Brunswick Teachers' Federation, The New Brunswick Teachers' Association and Association des enseignantes et des enseignants francophones du Nouveau-Brunswick be revised and amended as hereinafter set forth;

And Whereas it is deemed expedient to grant the prayer in the said petition;

Therefore, Her Majesty, by and with the advice and consent of the Legislative Assembly of New Brunswick, enacts as follows:

**Part I**

**The New Brunswick Teachers' Federation**

1 In Part I of this Act, unless the context otherwise requires,

"A.E.F.N.B." means the Association des enseignantes et des enseignants francophones du Nouveau-Brunswick constituted by Part III of this Act;

"executive committee" means the Executive Committee of The Board of Directors of The New Brunswick Teachers' Federation;

"Federation" means The New Brunswick Teachers' Federation - La Fédération des enseignants du Nouveau-Brunswick;

"member" means a member of The New Brunswick Teachers' Federation;

"N.B.T.A." means The New Brunswick Teachers' Association constituted by Part II of this Act;

"teacher" means a person who, while holding a licence or permit to teach issued by the Minister of Education for the Province of New Brunswick, is employed by written contract, either full-time or part-time in any school in New Brunswick under the jurisdiction of the Department of Education, and includes a principal, the President of the N.B.T.A. and the President of the A.E.F.N.B.

2(1) A corporation is hereby established under the name of "The New Brunswick Teachers' Federation - "La Fédération des enseignants du Nouveau-Brunswick".

2(2) The Federation shall have power to buy, acquire, lease, mortgage, hold and dispose of real and personal property and to borrow money and to draw, make and accept cheques, bills of exchange and promissory notes for its corporate purposes.

2(3) The Federation may take any measure not inconsistent with the Provisions of this Act, or any Act or Regulation of the Province of New Brunswick, which it deems necessary in order to give effect to any policy adopted by it with respect to any question or matter directly, or indirectly, relating to its objects.

2(4) The Federation shall have all the powers of a company incorporated under section 18 of the Companies Act, except where the same are modified by or inconsistent with the express provisions of this Act.

- 3 The objects of the Federation shall be
- (a) to obtain the co-operation and co-ordination of all teachers in the Province of New Brunswick upon policies and activities of common interest;
  - (b) to foster goodwill and mutual understanding among those engaged in the teaching profession in the Province of New Brunswick;
  - (c) to improve the social and economical well-being of those engaged in the teaching profession in the Province of New Brunswick;
  - (d) to secure favourable pension and superannuation benefits for members;
  - (e) to provide insurance plans for members;
  - (f) to represent members in the matter of licensing and certification of teachers in the Province;



- (g) to regulate relations between the employer as represented by the Treasury Board and the members of the Federation for the purpose of the Public Service Labour Relations Act; and
  - (h) to co-operate with governments, public organizations, societies, institutions and others in the furtherance of the purposes set forth above.
- 4 All teachers shall be members of the Federation provided that nothing herein shall compel a teacher to become, continue to be, refrain from becoming or cease to be a member of any employee organization for the purposes of the Public Service Labour Relations Act.
- 5 The Board of Directors may pass by-laws not inconsistent with the provisions of this Act or of any Act or Regulation of the Province of New Brunswick respecting
- (a) the management of the property and affairs of the Federation and its own internal organization and administration;
  - (b) the collecting of membership and other fees;
  - (c) the disposition of monies received by the Federation;
  - (d) the calling of a general meeting and the method of choosing delegates to attend such meeting;
  - (e) the conducting of meetings;
  - (f) membership in the Federation;
  - (g) membership in Standing Committees;
  - (h) matters that may be deemed necessary or convenient for the management of the Federation and the promotion of its welfare or conduct of its business.
- 6(1) The Standing Committees of the Federation shall be
- (a) the Committee on Terms and Conditions of Employment;
  - (b) the Committee on Grievances;
  - (c) the Committee on Pensions and Superannuations;
  - (d) the Committee on Licensing and Certification;
  - (e) the Committee on Finances.
- 6(2) Members of the Standing Committees shall be named by the N.B.T. A. and the A.E.F.N.B.
- 7(1) A general meeting of the Federation may be held when deemed necessary by the Board of Directors or when requested by 20% of the membership of the Federation. A quorum for a general meeting of the Federation for the exercise of its powers shall be 75% of the accredited delegates and the rescinding,

revoking, annulling or overruling of any actions taken, decisions made and by-laws passed by the Board of Directors or the Executive Committee shall require a two-thirds majority vote of those present.

- 7(2) A general meeting of the Federation may, by a two-thirds majority vote of the delegates present, pass by-laws not inconsistent with the provisions of this Act or of any Act or Regulation of the Province of New Brunswick, provided that proper notice as provided by by-law has been given.
- 8 The officers of the Federation shall consist of:
- (a) the President, the Vice-President, the Past President, and the Executive Director of the N.B.T.A.;
  - (b) the President, the Vice-President, the Past President or President-Elect as prescribed by by-law of the A.E.F.N.B., and the Executive Director of the A.E.F.N.B.; and
  - (c) the Executive Director of the Federation.
- 9(1) The Board of Directors of the Federation shall consist of
- (a) the officers of the Federation, and
  - (b) the Directors elected by the recognized branches of the N.B.T.A. and the recognized branches of the A.E.F.N.B. on the basis of the election of one director by each such branch provided that a branch that has 750 or more members shall elect two directors.
- 9(2) The Executive Director of the N.B.T.A. and of the A.E.F.N.B. respectively, and the Executive Director of the Federation shall be non-voting members of the Board of Directors.
- 9(3) The Federation shall recognize the N.B.T.A. branches and the A.E.F.N.B. branches established pursuant to the by-laws of the Federation.
- 10(1) The Board of Directors of the Federation shall hold a minimum of two meetings annually, due notice of which shall be given by the Federation Executive Director under the direction of the Co-Presidents.
- 10(2) At the request of ten or more directors, a special meeting of the Board of Directors shall be held.
- 11(1) There shall be an Executive Committee of the Board of Directors consisting of:
- (a) the President, the Vice-President and the Past President of the N.B.T.A.;
  - (b) the President, the Vice-President, the Past President or President-Elect as prescribed by by-law of the A.E.F.N.B.; and
  - (c) two members elected from the N.B.T.A. Board of Di-

rectors and two members elected from the A.E.F.N.B. Board of Directors.

11(2) The Executive Director of the N.B.T.A. and of the A.E.F.N.B. respectively, and the Executive Director of the Federation shall be non-voting members of the Executive Committee.

11(3) Two members shall be elected from the N.B.T.A. Board of Directors who shall serve as alternates in the event that any of the two N.B.T.A. members elected pursuant to paragraph 11(1)(b) of this Act cannot attend a meeting of the Executive Committee; and two members shall be elected from the A.E.F.N.B. Board of Directors who shall serve as alternates in the event that any of the two A.E.F.N.B. members elected pursuant to paragraph 11(1)(b) of this Act cannot attend a meeting of the Executive Committee.

11(4) The Executive Committee shall

- (a) hold meetings as required, due notice of which shall be given by the Federation Executive Director under the direction of the Co-Presidents;
- (b) direct and supervise the business, property and affairs of the Federation between meetings of the Board of Directors, in conformity with the policies and directives of the Federation and the Board of Directors as appearing in the minutes of the meetings of the respective bodies;
- (c) have such further powers and carry out such other duties as may be assigned to it by the Board of Directors from time to time; and
- (d) report to the Board of Directors on all actions and decisions taken or made by it.

11(5) The staff shall be appointed by the Executive Committee with whom they shall negotiate their salaries and working conditions, such salaries and working conditions to be subject to the approval of the Board of Directors.

11(6) The Board of Directors may rescind, revoke, annul or overrule any actions taken or decisions made by the Executive Committee.

12(1) All actions taken, decisions made and by-laws passed by the Board of Directors shall be effective and stand unless and until they are rescinded by the Board of Directors or are revoked, annulled or overruled by a general meeting of the Federation.

12(2) All actions taken and decisions made by the Executive Committee shall be effective and stand unless and until they are revoked, annulled or overruled by the Board of Directors or by a general meeting of the Federation.

12(3) All acts done bona fide by any person pursuant to any meeting of the Board of Directors or pursuant to any resolution by by-law passed by the Board or by any person acting as a Director shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any member of such Board, or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Director.

13(1) The Board of Directors of the Federation shall

- (a) levy on each teacher who is a member of the N.B.T.A., the membership fee and such other fee as has been approved by the N.B.T.A.; and
- (b) levy on each teacher who is a member of the A.E.F.N.B., the membership fee and such other fee as has been approved by the A.E.F.N.B.

13(2) The fees of all teachers shall be deducted by the employer and paid to the Federation.

14 The Federation shall

- (a) retain from the monies deducted from each teacher an amount of money for a Negotiations Fund as determined by the Board of Directors or a general meeting;
- (b) retain from the monies deducted from each teacher an amount of money for operational purposes as determined by the Board of Directors or a general meeting; such amount not to exceed 20% of the membership fees and for the purposes of this section, membership fee shall mean the lower of the N.B.T.A. or A.E.F.N.B. membership fee;
- (c) subject to paragraphs (a) and (b), pay to the N.B.T.A. the remainder of the monies deducted from each teacher who is a member of the N.B.T.A.; and
- (d) subject to paragraphs (a) and (b), pay to the A.E.F.N.B. the remainder of the monies deducted from each teacher who is a member of the A.E.F.N.B.

15 A petition for amending Part I of this Act may be presented only as a joint petition by the N.B.T.A. and the A.E.F.N.B.

## **Part II The New Brunswick Teachers' Association**

16 In Part II of this Act, unless the context otherwise requires,

“Association” means The New Brunswick Teachers' Association;

“Executive Committee” means the Executive Committee of the Board of Directors of The New Brunswick

Teachers' Association;

"Federation" means The New Brunswick Teachers' Federation - La Fédération des enseignants du Nouveau-Brunswick;

"member" means a member of The New Brunswick Teachers' Association and includes the President of the Association;

"teacher" means a person who, while holding a licence or permit to teach issued by the Minister of Education for the Province of New Brunswick, is employed by written contract, either full-time or part-time, in any school in New Brunswick under the jurisdiction of the Department of Education, and includes a principal and the President of the Association.

17(1) A corporation is hereby established under the name "The New Brunswick Teachers' Association".

17(2) The Association shall have power to buy, acquire, lease, mortgage, hold and dispose of real and personal property and to borrow money and to draw, make, endorse and accept cheques, bills of exchange and promissory notes for its corporate purposes.

17(3) The Association shall have the power to adopt, maintain, and enforce a code of ethics.

17(4) The Association may take any measure not inconsistent with the provisions of this Act, or any Act or Regulation of the Province of New Brunswick, which it deems necessary in order to give effect to any policy adopted by it with respect to any question or matter directly, or indirectly, relating to the teaching profession.

17(5) The Association shall have all the powers of a company incorporated under section 18 of the Companies Act, except where the same are modified by or inconsistent with the express provisions of this Act.

18 The objects of the Association shall be

- (a) to advance and promote the cause of education in the Province of New Brunswick;
- (b) to raise the status of the teaching profession;
- (c) to impress the public with the supreme importance of providing and maintaining quality educational services;
- (d) to advise, assist, protect and discipline members in the discharge of their professional duties and relationships;
- (e) to publish or assist in the publication of educational periodicals;
- (f) to provide for, establish, subsidize and regulate branches of the Association throughout the Prov-

ince;

- (g) to co-operate with the Federation in the promotion of the interests of the teaching profession in the fields of salary and working conditions, certification and pension;
- (h) to establish, subsidize and regulate councils;
- (i) to co-operate with the Department of Education and co-operate or affiliate with public organizations, societies, institutions and others in furtherance of the purposes set forth above.

19(1) All teachers, except members of the A.E.F.N.B., shall be members of the Association.

19(2) Any person who is not a member of the A.E.F.N.B. but holds a licence or permit to teach issued by the Minister of Education for the Province of New Brunswick may, upon application to the Executive, be granted associate membership in the Association.

19(3) Associate members shall have such rights and privileges and pay such fees as are determined by by-law.

19(4) Any person receiving a teacher's pension under any Act of the Legislative Assembly of New Brunswick, any student teacher in his/her final year of teacher training and any member of the administrative staff of the Association may be granted honorary membership in the Association by the Executive with such rights and privileges as may be provided by by-law.

19(5) The Association may confer upon any person honorary life membership in the Association.

20 The Board of Directors may, by a two-thirds majority vote, pass by-laws not inconsistent with the provisions of this Act or of any Act or Regulation of the Province of New Brunswick respecting

- (a) the election of the Officers and Executive Committee of the Association and their duties;
- (b) the appointment of an Executive Director and his duties;
- (c) the management of the property and affairs of the Association and its own internal organization and administration;
- (d) the collecting of membership fees and such other fees as are determined by a general meeting of the Association;
- (e) the rights and privileges of associate members, honorary members and honorary life members in the Association;

- (f) the establishment of branches of the Association, the definition of the areas within which such branches shall function, the government of such branches, and the election of a branch director(s);
- (g) matters that may be deemed necessary or convenient for the management of the Association and the promotion of its welfare or conduct of its business.

21(1) A general meeting of the Association shall be held annually in Fredericton.

21(2) A general meeting of the Association shall be held in Fredericton when deemed necessary by the Board of Directors or when requested by 20% of the membership in the Association and a quorum for a general meeting of the Association for the exercise of its powers shall be 75% of the accredited delegates and the rescinding, revoking, annulling or overruling of any actions taken, decisions made and by-laws passed by the Board of Directors or the Executive Committee shall require a two-thirds majority vote of those present.

21(3) A general meeting of the Association may, by a two-thirds majority vote of the delegates present, pass by-laws not inconsistent with the provisions of this Act or of any Act or Regulation of the Province of New Brunswick, provided that proper notice, as provided by by-law, has been given.

22(1) The officers of the Association shall consist of the President, Vice-President, Past President and Executive Director.

22(2) The officers, with the exception of the Past President and the Executive Director, shall be elected by popular ballot in a manner determined by by-law.

23(1) The Board of Directors of the Association shall consist of the officers and, subject to section 9 of this Act, one or more Directors from each recognized branch of the Association.

23(2) All actions taken, decisions made and by-laws passed by the Board of Directors shall be effective and stand unless and until they are rescinded by the Board of Directors or are revoked, annulled or overruled by a general meeting of the Association.

23(3) All acts done bona fide by any person pursuant to any meeting of the Board or pursuant to any resolution or by-law passed by the Board or by any person acting as a Director shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any member of such Board, or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was

qualified to be a Director.

24 There shall be an Executive Committee of the Board of Directors consisting of the President, the Vice-President, the Past President, five additional members of the Board of Directors to be elected annually by secret ballot at the first meeting of the Board of Directors following the Annual General Meeting each year, and the Executive Director of the Association who shall be a non-voting member thereof.

25(1) The Executive Committee shall

- (a) meet at the call of the President;
- (b) direct and supervise the business, property and affairs of the Association between meetings of the Board of Directors, in conformity with the policies and directives of the Association and the Board of Directors as appearing from the minutes of the meetings of the respective bodies;
- (c) have such further powers and carry out such other duties as may be assigned to it by the Board of Directors from time to time; and
- (d) report to the Board of Directors on all actions taken and decisions made by it.

25(2) The administrative staff shall be appointed by the Executive Committee with whom they shall negotiate their salaries and working conditions, such appointments, salaries and working conditions to be subject to the approval of the Board of Directors.

25(3) All actions taken and decisions made by the Executive Committee shall be effective and stand unless and until they are revoked, annulled or overruled by the Board of Directors or by a general meeting of the Association.

26(1) The annual membership and any other fees shall be determined by a general meeting of the Association.

26(2) Subject to sections 13 and 14 of this Act, the fees of all members, including associate members, shall be paid to the Executive Director of the Association.

### Part III

#### **l'Association des enseignantes et des enseignants francophones du Nouveau-Brunswick**

27 In Part III of this Act, unless the context otherwise requires,

“Association” means the Association des enseignantes et des enseignants francophones du Nouveau-Brunswick:

“executive committee” means the executive committee of the Board of Directors of the Association des enseignantes et des enseignants francophones du Nouveau-Brunswick;

“Federation” means the New Brunswick Teachers’ Federation;

“member” means a member of the Association des enseignantes et des enseignants francophones du Nouveau-Brunswick;

“N.B.T.A.” means The New Brunswick Teachers’ Association constituted by Part II of this Act;

“teacher” means any person, including a principal, who holds a license or permit to teach issued by the Minister of Education for the Province of New Brunswick and is employed by written contract, either full-time or part-time, in any school in New Brunswick under the jurisdiction of the Department of Education, and includes the President of the Association.

28(1) A corporation is hereby established under the name of “Association des enseignantes et des enseignants francophones du Nouveau-Brunswick”.

28(2) The objects of the Association shall be

- (a) to foster and maintain top quality French language education in New Brunswick, in particular
  - (i) by encouraging and facilitating the professional development of its members,
  - (ii) by overseeing the quality of programs for the training of French-speaking teachers in New Brunswick,
  - (iii) by collaborating with the Department of Education in the establishment of programs and the development of teaching methods which respond effectively to the needs of students,
  - (iv) by promoting scientific research and publications,
  - (v) by impressing the public with the tremendous importance of the role of education in society,
  - (vi) by making representations to appropriate authorities, and
  - (vii) by working together with any other organization which shares, in whole or in part, these same social concerns; and
- (b) to defend the interests of the teaching profession, in particular
  - (i) by promoting the professional competence and conscientiousness of teachers,
  - (ii) by regulating the professional conduct of its members, and
  - (iii) by providing its members with various legal and material support services;
- (c) to co-operate with the Federation in carrying out its objects.

29 In order to carry out its objects, the Association may

- (a) buy, acquire, lease, mortgage, hold and dispose of any property, real or personal;

- (b) borrow money and draw, make, endorse and accept cheques, bills of exchange and promissory notes;
- (c) establish, subsidize and regulate teachers’ councils and branches of the Association;
- (d) adopt a code of ethics, investigate complaints and impose disciplinary sanctions upon its members;
- (e) exercise all of the powers of a company incorporated under section 18 of the Companies Act, subject to the provisions of this Act; and
- (f) take such other lawful actions as the Association may deem necessary.

30(1) All teachers who are not members of the N.B.T.A. shall be members of the Association.

30(2) The Association may admit associate members in such manner as may be provided by by-law.

30(3) Associate members have such rights and privileges as may be provided by by-law.

30(4) Honorary membership may be granted to any person by the Board of Directors.

31 The Board of Directors of the Association shall consist of

- (a) a president and a vice-president as prescribed by by-law;
- (b) the past president or president-elect as prescribed by by-law;
- (c) representatives elected by each branch in the manner prescribed by section 9 and the by-laws; and
- (d) an executive director, who shall be a non-voting member hired by the Association in the manner prescribed by by-law.

32(1) The Board of Directors shall administer the affairs of the Association and in particular, it may

- (a) make for the Association any contract which the Association may by law enter into; and
- (b) subject to the provisions of this Act and by a two-thirds majority vote, make, repeal, amend or re-enact by-laws.

32(2) Such actions as may be taken in accordance with paragraph 1(b) shall be effective only until the next general meeting of the Association and, in default of confirmation thereat, shall from that time cease to have force.

32(3) All other actions taken by the Board of Directors shall remain in effect unless revoked or amended by a general meeting.

- 33(1) The officers of the Association shall be the president, the vice-president, the past president or president-elect as prescribed by by-law, the executive director and such other persons as may be so named by the Board of Directors from amongst themselves in accordance with the by-laws.
- 33(2) The officers shall constitute an Executive Committee which shall manage the affairs of the Association between meetings of the Board of Directors and exercise such other powers as provided by by-law.
- 33(3) The Executive Committee shall report to and be answerable to the Board of Directors.
- 33(4) The executive director shall be a non-voting member of the Executive Committee.
- 34(1) The Association shall hold an annual general meeting.
- 34(2) An extraordinary general meeting shall be held at the request of the Board of Directors or a majority of the branches.
- 34(3) Only delegates accredited in accordance with the by-laws shall have the right to vote at general meetings.
- 34(4) Two-thirds of the accredited delegates shall constitute a quorum of the general meeting.
- 35(1) The annual membership and any other fee shall be determined by a general meeting of the Association.
- 35(2) Subject to sections 13 and 14, the fees of all members, including associate members, shall be paid to the Executive Director of the Association.

**Part IV**  
**Miscellaneous**

- 36 In the matter of a Trust Deed dated the 19th day of November, 1965, between The New Brunswick Teachers' Association and certain Trustees named therein, the corporation established by section 2 of this Act succeeds The New Brunswick Teachers' Association.
- 37 In the matter of a Memorandum of Agreement made on the 11th day of March, 1968, between the Minister of Education for the Province of New Brunswick and The New Brunswick Teachers' Association, the corporation established by section 2 of this Act succeeds The New Brunswick Teachers' Association.

- 38 In the matters of insurance, pension and superannuation, the licensing and certification of teachers in the Province, and the regulation of relations between the employer and its employees for the purposes of the Public Service Labour Relations Act, the corporation established by section 2 of this Act succeeds the corporation dissolved by the repeal of chapter 103 of 6 George VI, 1942, and is seized and declared owner of its property and shall be responsible for its debts and obligations.
- 39 Proceedings commenced or that might have been commenced by or against the corporation dissolved by the repeal of chapter 103 of 6 George VI, 1942, may validly be commenced or continued as the case may be, by or against the corporation established by section 2 of this Act.
- 40 Subject to sections 36, 37, 38 and 39, the corporation established by section 17 of this Act succeeds the corporation dissolved by the repeal of chapter 103 of 6 George VI, 1942.
- 41 The corporation established by section 28 of this Act succeeds the corporation dissolved by the repeal of chapter 70 of 7 Elizabeth II, 1958 and is seized and declared owner of its property and shall be responsible for its debts and obligations.
- 42 Chapter 103 of 6 George VI, 1942 entitled An Act to Incorporate The New Brunswick Teachers' Association is repealed.
- 43 Chapter 70 of 7 Elizabeth II, 1958 entitled An Act to Incorporate L'Association des Instituteurs Acadiens is repealed.
- 44 The Act incorporating The New Brunswick Teachers' Federation, The New Brunswick Teachers' Association and L'Association des enseignants francophones du Nouveau-Brunswick, being chapter 59 of Statutes of New Brunswick of 1970 is repealed and this Act is substituted therefore by way of amendment and revision.

# NBTA By-laws

## 1 Head Office

The Head Office of the New Brunswick Teachers' Association (hereinafter called the Association) shall be in the City of Fredericton in the County of York, in the Province of New Brunswick and at a place therein where the affairs of the Association are from time to time carried on as fixed by resolution of the Directors.

## 2 Seal

The corporate seal of the Association shall be in the form impressed hereon.

## 3 Membership

### (1) Classes of Members

#### (a) Statutory Members

All persons who are members by virtue of section 19(1) of the Act of Incorporation.

#### (b) Casual Members (Certified)

All persons who hold a certificate to teach, issued by the Minister of Education for the Province of New Brunswick, or who are on a Letter of Standing and have a valid teacher's license/certificate from another province in Canada; who are employed as supply teachers in any school in New Brunswick under the jurisdiction of the Department of Education; and while so employed, are not teachers under Section 16 of the Act of Incorporation.

#### (c) Associate Members

All persons who are not members of L'Association des enseignantes et des enseignants francophones du Nouveau-Brunswick but hold a license or permit to teach issued by the Minister of Education for the Province of New Brunswick who are:

- (i) employed in full-time service in any educational institution;
- (ii) employed by any organization with educational objectives acceptable to the Executive of the Association;
- (iii) on an authorized leave of absence from an educational institution or organization as defined in (i) and (ii) above or from a Board of School Trustees
- (iv) registered as supply teachers with a Board of School Trustees of a public School;
- (v) holding a valid teacher's license and employed in private schools or kindergartens in the Province of New Brunswick;
- (vi) deemed acceptable by the NBTA Executive may,

upon application, become Associate Members. (Regular)

#### (d) Honorary Members

- (i) Honorary membership for one year shall be conferred on all teachers retiring on pension. Such membership may be renewed from year to year at the request of the member;
- (ii) Honorary membership may be conferred on any person deemed acceptable by the NBTA Executive;
- (iii) Honorary membership for one year shall be conferred on student teachers in their final year of teacher training at the University of New Brunswick, St. Thomas University and Crandall University;
- (iv) Honorary members shall have the same rights and privileges as Associate Members.

#### (e) Honorary Life Members

- (i) Honorary life membership shall be conferred on all past presidents of the Association retiring on pension;
- (ii) Honorary life membership may be conferred on any person deemed acceptable by the NBTA Board of Directors for demonstrating exemplary contribution to the NBTA/public education on a provincial/national level;
- (iii) Honorary life members shall have the same rights and privileges as Honorary Members.

#### (2) Membership Rights

- (a) All persons who are members within clause (a) of section 1 of this by-law shall enjoy full and equal membership rights including, without limiting the generality of the foregoing, the right to participate in the election of or to become officers or directors or both.
- (b) All persons who are members within clause (b) of section 1 of this by-law shall enjoy full membership rights except the right to hold office.
- (c) All persons who are members within clause (c) of section 1 of this by-law shall enjoy full membership rights except the right to vote or hold office, to receive legal aid or advice, conference grants or loans.

## 4 Fees

- (a) Statutory Members shall pay such fees as are determined by a general meeting of the Association.
- (b) Casual Members (Certified) shall pay such fees as are determined by a general meeting of the Association.
- (c) Associate Members shall pay such fees as are determined by a general meeting of the Association.

## 5 Branches

- (a) For all purposes the following branches are and are hereby recognized to be the NBTA branches, namely NBTA branches number 0214, 0215, 0216, 0217, 0618, 0619, 0820, 1021, 1022, 1023, 1428, 1429, 1430, 1431, 1450, 1454, 1536, 1538, 1542, 1608, 1610, 1640, 1724, 1725, 1809, 1826, 1827 and situate in school districts in the Province of New Brunswick.
- (b) When the number of teachers employed by a school district does not meet the requirements of Section 9 of the Act of Incorporation (NBTF) and when there is no local branch of the AEFNB under the jurisdiction of that school district, such teachers shall be deemed to be a local branch of the NBTA.
- (c) Branches that are deemed to exist by virtue of By-Law 5(b) may elect from their membership one representative who shall be an observer on the NBTA Board of Directors.
- (d) The Board of Directors of the Association may, upon request, establish a branch or branches in each school district in the Province. Such Branch(es) must have a minimum of fifty (50) statutory members to be formed. To continue to be recognized as a branch of the Association, a branch must maintain a minimum of ten (10) statutory members.
- (e) In order to qualify for any grants from the Association, a branch shall hold a minimum of three meetings a year (an annual meeting between April 1 and May 31 each year with officers either elected at this meeting or elected by popular ballot prior to this meeting to assume their duties as of the following September 1st, at least one meeting during the Fall term, and at least one meeting between January and April). Additional meetings or sub-meetings may be held as desired. A report of the meetings of the branches shall be forwarded to the Executive Director of the Association on forms provided on or before June 15 of each year.
- (f) The Association may pay to each Branch annually a grant of \$7.00 per teacher in the Branch (as per nominal roll) with a minimum grant of \$1,400.00, half of which shall be paid October 31 and the balance February 28.
- (g) The Association may pay to each Branch that is deemed to exist by virtue of By-Law 5(b), annually a grant of \$7.00 per teacher in the Branch (as per nominal roll) with a minimum grant of \$1,400.00, half of which shall be paid October 31 and the balance February 28.
- (h) Branch Nominal Rolls shall be prepared at Central Office from information contained on the NBTA Registration forms and a copy of that Branch Nominal Roll shall be forwarded to the Branch Secretary not later than October 31 each year.

## 6 Election of Officers

### (a) Nominations for Association Office

Excepting as hereinafter set out, nominations for any of the offices of the Association must be in writing and may be made in the following manner:

- (1) By a Nominating Committee of five persons
- (2) By any Branch on official forms available from Central Office.

Nominations under (1) and the acceptance thereof in writing by the persons nominated must reach the Executive Director of the Association early enough so that the report of the Nominating Committee shall be in the hands of the membership not later than December 10 of any year. Nominations under (2) and the acceptance thereof in writing by the persons nominated must reach the Executive Director of the Association not later than February 1 in any year.

### (b) Voting Procedures

Voting will be conducted through the NBTA web site during the last full week of April. Candidates shall be notified of the results by the Executive Director. The candidate receiving the greatest number of votes shall be declared elected. In the event of a tie vote for the office of President or Vice-President, another election will be held involving only those candidates receiving the same number of votes.

### (c) Term of Office

Officers shall assume their duties on the first day of August. The President shall be elected for a two-year term and not be eligible for re-election. During the first year of the President's two-year term, there shall be an election for the office of Vice-President and the successful candidate will be declared President-elect, and will assume the office of President at the end of the current President's two-year term. During the second year of the President's two-year term, there shall be an election for the office of Vice-President.

Upon completing a term as President, a person may not be elected to any NBTA Table Officer position until a minimum of two (2) years have passed.

## 7 Board of Directors

Representation on the Board of Directors shall be on the basis of one director per branch excepting in those branches having more than 750 statutory members, in which case an additional director may be elected.

Elections for directors shall be held under the direction of the Branch Executive as required before May 31 in any year with alternate directors being elected at the same time. If for any reason during his term of office a director is unable to act, his alternate shall act in his place and stead for whatever period required, including completing his term of office if necessary. Directors elected shall assume their duties following the Annual General Meeting.



Except where otherwise provided by resolution of the Board of Directors, the term of office of a member of the Board of Directors shall be three (3) years. Directors may not serve more than two (2) consecutive terms. A Director who has served two (2) consecutive terms, may not serve as a Director until at least three (3) years have passed since that person's term ended.

The Board of Directors shall direct and supervise the Association's business, property and affairs in conformity with the principles and directives of the Association as appearing in the minutes of the meetings of the Directors and any General or Special Meeting of the Association.

Regular meetings of the Board shall be held at least three times each school year, of which due notice shall be given by the Executive Director under the direction of the President.

The Executive Committee shall meet at least once a month, except in July and December and during the months the Board meets, at times and dates to be determined by the President.

## 8 Emergency Circumstances

The Board of Directors of the Association, in accordance with section 20 of the Act, may extend or vary the time for doing, or manner of performing, any requirement under the By-laws or Policy of the Association, if the Board of Directors determines it necessary following a declaration, advisory, or order by the Government of Canada or the Province of New Brunswick as a result of emergency circumstances. Emergency circumstances may include, but not be limited to, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, epidemics, pandemics, quarantines, and interruptions, and states of emergency or other actions of government. As much notice as possible, given the circumstances, shall be provided to members of any change which could impact their rights and obligations under the By-Law.

## 9 Validity of Acts of Directors

All acts done bona fide by any person pursuant to any meeting of the Board or pursuant to any resolution or by-law passed by the Board or by a person acting as a director shall notwithstanding that it be afterward discovered that there was some defect in the appointment of any member of such board, or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a director.

## 10 Save Harmless Clause

The New Brunswick Teachers' Association shall indemnify and save harmless the members of the Board of Directors and each employee from and against any actions, suits, claims or demands whatsoever arising from or attributable to the performance of any duties on behalf of the Association, save and except for any acts of fraud.

## 11 Quorum

At all meetings of the Board of Directors, sixteen (16) directors shall constitute a quorum for the transaction of the business.

## 12 Adjournment of Meeting of the Board

If less than a quorum shall be in attendance at the time for which any meeting of the Board shall have been called, the meeting may, after a lapse of fifteen minutes from the time appointed for holding such meeting, be adjourned from time to time without any notice other than by announcement at the meeting until a quorum shall attend.

Any meeting of the board at which a quorum is present may also be adjourned in like manner for such time as may be determined by vote. At any adjourned meeting at which a quorum shall attend, any business may be transacted which might have been transacted if the meeting had been held as originally called.

## 13 Duties of Officers may be Delegated

In the case of absence of any officer of the Association or for any other reason that the Board may deem sufficient, the Board may delegate for the time being the powers of such officer to any other officer or any director of the Association, provided that a majority of the Board concur therein.

## 14 Attorney or Agent

The Board may appoint one or more attorneys or agents and may confer upon any one or more of such attorneys or agents all such powers of the Association as may be legally conferred or delegated by the Board, and the Board shall not be responsible for any fault, negligence, improper act or exercise of judgment on the part of such attorneys or agents nor shall the directors be subject individually to any liability whatsoever in respect of any act, or failure to act, on the part of such attorneys or agents provided always that the said directors are acting bona fide.

## 15 Voting

At meetings, voting will normally be conducted on the basis of one member/director/delegate, one vote. At the Annual General Meeting or at meetings of the Board of Directors, when a weighted vote is called, each branch shall have one vote for the first fifty (50) statutory members or fewer and one additional vote for each additional fifty (50) statutory members or major fraction thereof in the Branch he represents. Where an NBTA Branch is represented by multiple delegates/directors, such delegates/directors shall jointly have a total of one vote for each 50 statutory members or major fraction thereof.

At an Annual General Meeting or at a meeting of the Board of Directors, any delegate (AGM)/director (Board) may demand that a recorded vote be taken on any particular question submitted to the meeting; and further, that immediately after such a demand is made, roll call vote shall be taken with the ayes, nays, and abstentions being recorded by Branch number in the minutes of the meeting.

Every question submitted to any meeting of the directors shall be decided in the first instance by a show of hands. In the case of an equality of votes the chairperson shall not have a second or casting vote and the motion shall be declared lost. At any meeting, unless a poll is demanded, a declaration by the chairperson that a resolution has been carried or carried unanimously or by any particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact. A demand for a poll may be withdrawn. The chairman of any meeting of the directors may appoint two persons to act as scrutineers.

Notwithstanding this procedure, on electing members to the Executive Committee, members of the Board shall each cast one unweighted ballot.

## 16 Notices

Any notice may be served by the Association upon any director by any convenient means via the contact information as appears in the books of the Association, or if no contact information be given therein, to the last contact information of such director known to the Executive Director.

## 17 Signature to Notice

The signature to any notice to be given by the Association may be written, stamped, typewritten, printed or electronically applied or partly written, stamped, typewritten, printed or electronically applied.

## 18 Proof of Service of Notice

A certificate of the Executive Director or other duly authorized officer of the Association in office at the time

of making of the certificates as to the facts in relation to the delivery of any notice to any director or officer, or publication of any notice, shall be conclusive evidence thereof and shall be binding on every director or officer of the Association as the case may be.

## 19 Resolutions and Motions

Resolutions from Branches to the Annual General Meeting must be received by the Executive Director at least six weeks prior to the date of the Annual General Meeting. These resolutions shall identify in the rationale at least one Object of the Association, as outlined in Section 18 of the Act of Incorporation, to which it applies.

Such resolutions will be referred to an NBTA Resolutions Committee. This Committee will combine all resolutions of a similar nature, make the necessary corrections without changing the intent of the resolutions, and advise the Branches concerning the form in which their resolution(s) will be presented to the Annual General Meeting or the reasons for their return. The Branch has the right to introduce the returned resolution(s) at the Annual General Meeting providing the resolutions are presented in printed form to each voting delegate. The preamble (whereas sections) will be included in the newsletter to the members, but only the resolution(s) [resolved section] will appear in the program for the Annual General Meeting. Resolutions other than those covered in this paragraph may be presented from the floor with the consent of two-thirds (2/3) of the AGM delegates.

Motions arising from the business of any general meeting may be presented from the floor.

## 20 Advisory Committees

- 1) The Association shall appoint such advisory committees as are deemed necessary for carrying on the work of the Association.
- 2) Advisory committees will be named by the President-elect in consultation with the President.
- 3) A report or reports of each advisory committee shall be submitted to the Board of Directors.

## 21 Filling Vacancies among Officers of the Association

On the death, disqualification, resignation or permanent disability of the President, the Vice-President shall automatically serve as President for the duration of that term; the office of the Vice-President shall be filled by means of an appointment by the Board of Directors. Should the office of Vice-President become vacant, the appointment of a new Vice-President shall be made by the Board of Directors. Any other vacancy of the Executive Committee may be filled by the Board of Directors.

## 22 Duties and Privileges of Officers

The officers of the Association shall assume office August 1st each year.

### President

- 1) The president shall be the presiding officer of the Association and, ex officio, shall be the Chairperson of the Executive Committee, the Board of Directors and a member of all committees.
- 2) He shall be the official spokesman for the Association.
- 3) He shall have general supervision of all matters and affairs of the Association.
- 4) He shall have power to call special meetings of the Association.

### Vice-President

In the absence or disability of the President, the Vice-President shall perform the duties of the President.

### Executive Director

- 1) The Executive Director shall be the custodian of the books, records, official seal, correspondence, and other property of the Association.
- 2) He shall attend all meetings of the Executive, Board of Directors and general meetings and keep accurate records of the proceedings.
- 3) He shall render a report to any general meeting covering the activities of the Association since the preceding general meeting.
- 4) He shall receive all monies of the Association and deposit them in a chartered bank or credit union.
- 5) He may pay expense claims in cash for Executive and Board of Directors meetings, the Annual General Meeting and to the Provincial Leadership Workshop; he shall make all other payments by cheque.
- 6) He shall keep an accurate and clear account of all receipts and expenditures, and render a yearly financial statement to the membership.
- 7) He shall present to each regular meeting of the Board of Directors an interim financial statement.
- 8) He shall be bonded as determined by the Board of Directors.
- 9) He shall forward to each Branch grants as provided for in By-Law 5(f) and (g).
- 10) On the direction of the President, the Executive Committee or Board of Directors, he shall visit teacher groups or Branches.
- 11) He shall be in charge of the administrative staff and have supervision over them.
- 12) He shall have such further authority and carry out such further duties as may be assigned to him by the Board of Directors, the Executive Committee or the President.

## 23 Execution of Instruments

Deeds, transfers, assignments, contracts and obligations, cheques, promissory notes, drafts, acceptances, bills of exchange and orders for payment of money; the giving of receipts for and orders relating to any property of the Association, the execution of any agreement relating to any banking business and defining the rights and powers of the parties thereto; and the authorizing of any officer of such banker to do any act or thing on the Association's behalf to facilitate such banking business, on behalf of the Association may be signed by any two of the following: the Executive Director, the Deputy Executive Director and the Director of Finance and Administration. The corporate seal shall be affixed to such instruments as require the same.

Notwithstanding any provision to the contrary contained in the By-Laws of the Association, the Board may at any time and from time to time direct the manner in which and the person or persons by whom any particular instrument of the Association may or shall be signed.

## 24 Expenses

Any member travelling on business duly authorized by the President, the Executive, the Board of Directors or the Association shall be paid expenses by the Executive Director at rates approved by the Association.

## 25 General Meetings

- 1) Only accredited delegates shall be entitled to vote at a general meeting of the Association. An Accredited delegate is one elected by the Branch of which he/she is a member and certified in writing by the secretary of that Branch to the Executive Director of the Association. A director may not be an accredited delegate.
- 2) Each Branch having one hundred or fewer members shall be entitled to one delegate. Each Branch having more than one hundred members shall be entitled to one delegate for each one hundred members or major fraction thereof to a maximum of six.
- 3) Each Branch having fifty or fewer members shall be entitled to one vote. Each Branch having more than fifty members shall be entitled to one vote for each fifty members or major fraction thereof.
- 4) Each Branch shall decide on the manner in which the votes to which it is entitled are distributed among the accredited delegates of that Branch.
- 5) The Directors of the Association are to be present at a general meeting of the Association as participating but non-voting members. Any member of the Association may attend, and, with the permission of the Chairperson, address a general meeting of the Association. Non-members may, with the permission of the chairperson, attend, and, with the permission

of the meeting, address a general meeting of the Association.

- 6) The conduct of a general meeting of the Association shall, unless that meeting rules otherwise, be consistent with "Robert's Rules of Order".

## **26 Vote by Members of the Association**

The Executive Committee of the Board of Directors of the Association may cause a vote to be taken by any convenient means on any matter. The notice setting out the question to be voted on shall be sent to all members of the Association at least five (5) days prior to the last day set for counting the votes. All questions voted on through this process shall be decided by a majority vote. For the purposes of such a vote, six hundred (600) members shall constitute a quorum. In the event that a quorum has not voted, the motion, matter or question shall be deemed to have been defeated.

## **27 Vote by Directors by Individual Contact**

The President of the Association may cause a vote of the Board of Directors to be taken by any convenient means on any matter. The notice setting out the question to be voted on shall be sent to all members of the Board at least three (3) teaching days prior to the last day for counting the votes. All questions voted on through this process shall be decided by a majority vote. For the purposes of a vote through this process, seventeen (17) directors shall constitute a quorum. In the event that a quorum has not voted, the motion, matter or question shall be determined to have been defeated.

## **28 Notice to Amend By-Laws**

Any notice of motion to effect a change in By-Laws shall be given not less than thirty days prior to action being taken to bring about that change, provided that the Board of Directors by a two-thirds (2/3) majority vote may pass By-Laws, not inconsistent with this Act or any Act or Regulation of the Province of New Brunswick, which the Board deems necessary for the welfare of the Association.

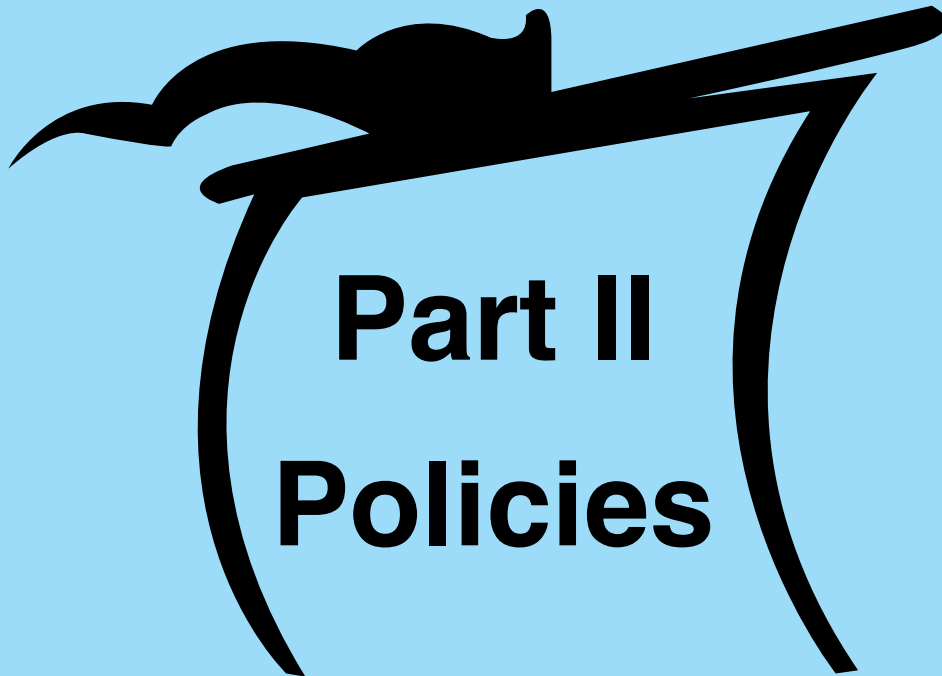
## **29 Interpretation**

In all the By-Laws of the Association:

- 1) "Act of Incorporation" shall mean An Act to Amend and Revise An Act to Incorporate The New Brunswick Teachers' Federation, The New Brunswick Teachers' Association and l'Association des enseignants et des enseignantes francophones du Nouveau-Brunswick (1983);
- 2) "Association" shall mean The New Brunswick Teachers' Association
- 3) "NBTA" shall mean The New Brunswick Teachers' Association;
- 4) The singular shall include the plural and the plural the singular, and the masculine shall include the feminine.

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# Members' Handbook



# NBTA

New Brunswick Teachers' Association  
650 Montgomery Street, P.O. Box 752  
Fredericton, NB E3B 5R6  
Tel: (506) 452-8921, Fax: (506) 453-9795  
Website: [www.nbta.ca](http://www.nbta.ca)

2022-2023 EDITION

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## Foreword

The NBTA Members' Handbook is designed to inform NBTA members of the various statutes, by-laws, and policies which govern the operation of the Association. Published under the authority of the NBTA Board of Directors, it is intended for the use of branches, committees, and individual members of the Association.

This edition of the Handbook is published in two parts:

**Part I** includes the organization of NBTA, its affiliation with various provincial, national, and international groups, the Act of Incorporation, the By-laws of the Association, and the Code of Professional Conduct.

**Part II** includes listings of NBTA Executive Directors, NBTA Presidents, NBTA Special Recognition Award Recipients, Vince Sunderland Memorial Award for Outstanding Leadership Recipients, Credit Union Award Recipients, Indu Varma Fellowship Award for Creativity, NBTA Honorary Life Members, and Centennial Award Recipients. Also published in Part II are sections containing Services to Members, overviews of Certification and the Teachers' Pension Plan, and NBTA Policies.

While every attempt has been made to ensure the accuracy of the information contained in these publications, the reader is urged to refer any specific questions or concerns to the appropriate NBTA, NBTF, or government officer, or original documentation.

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## NBTA Executive Directors

1902-1908	H.H. Stuart	1954-1977	Al H. Kingett
1918-1922	Dr. A.S. McFarlane	1977-1993	Jack MacKinnon
1922-1934	C.T. Wetmore	1993-2009	Robert Fitzpatrick
1934-1939	H.C. Ricker	2009-2021	Larry Jamieson
1939-1954	Alonzo R. Stiles	2021-	Ardith Shirley

## NBTA Presidents

1902-04	Mr. R.E. Estabrooks	1956-58	Mr. E.H. Brewer	1985-87	Mr. James Dysart
1904-08	Mr. W.M. McLean	1958-60	Mr. J.B. Carr	1987-89	Mr. Malcolm MacLeod
1918-22	Dr. B.C. Foster	1960-61	Mr. R. Earl Walter	1989-91	Mr. Bob Fitzpatrick
1922-24	Dr. W.J.S. Myles	1961-62	Mr. L.A. Machum	1991-93	Mr. Joe Breen
1924-26	Dr. G.J. Oulton	1962-63	Miss Lorraine LeBlanc	1993-95	Mr. Joe Monahan
1926-28	Dr. H.F.G. Bridges	1963-64	Mr. G.E.M. MacLeod	1995-97	Mr. Dave Taylor
1928-32	Dr. W. McL. Barker	1964-65	Mr. E.M. Lynch	1997-99	Diane Gillett
1932-34	Dr. O.V.B. Miller	1965-66	Mr. Yvan Albert	1999-01	June MacNairn
1934-36	Dr. E.J. Alexander	1966-67	Mr. E.F. Cameron	2001-03	Mary Wilson
1936-39	Dr. W.C. Haines	1967-68	Mr. W.J. Bishop	2003-05	Brian Bawn
1939-40	Mr. H.C. Ricker	1968-69	Armand Brun	2005-07	Indu Varma
1940-42	Mr. F.S. Kierstead	1969-71	Mr. T.N. Trafford	2007-09	Brent Shaw
1942-44	Dr. O.V.B. Miller	1971-73	Mr. R.B. McCormack	2009-11	Noreen Bonnell
1944-48	Dr. L. Bernice MacNaughton	1973-75	Mrs. Margaret Brogan	2011-13	Heather Smith
1948-50	Dr. R.J. Fournier	1975-77	Mr. Ross MacCallum	2013-15	Peter Fullerton
1950-52	Dr. G. Forbes Elliott	1977-79	Mr. Paschal Chisholm	2015-17	Guy Arseneault
1952	Dr. F.T. Atkinson	1979-81	Mr. Dawson Murray	2017-19	George Daley
1952-54	Mr. C.M.G. Arthurs	1981-83	Mrs. Pamela (Bacon) Campbell	2019-21	Rick Cuming
1954-56	Mrs. Corinne A. Blanchard	1983-85	Mr. Bert Hanratty	2021-	Connie Keating

## NBTA Special Recognition Award Recipients

1991	Dr. Jim Croll	2003	Catherine Harrop (CBC)
1992	Marven Betts	2007	Patricia Lee
1993	Norm Nickerson	2011	John Staple
1996	Jim Petrie	2013	Shirley Downey

## **Vince Sunderland Memorial Award for Outstanding Educational Leadership Recipients**

2006	Vince Sunderland	2015	Nancy Matthews
2007	Barbara Corbett	2016	David MacDonald
2008	Jocelyn Brown	2017	Rosalind Kennedy-Townsend
2009	Gilbert Cyr	2018	Shane Thomas
2010	Sally Somers	2019	Heather Bell-Williams
2011	James Wright	2020	No awards due to pandemic
2012	Shannon Doyle	2021	Elizabeth Nowlan
2013	Tina Estabrooks	2022	Andrea Matthews
2014	Kathy Grebenc		

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## **NBTA Credit Union Award Recipients**

1990	Jim Doyle	2007	Peter McLaughlin
1991	Gary Branch	2008	Patrick Scully
1992	Margaret Corbin	2009	Nancy Ellsworth
1993	Wendell Gregan	2010	Carla Kolada
1994	Wanetta Walls	2011	Michael O'Toole
1995	Nancy Estey	2012	Sylvie Poirier
1996	Owen Fraser	2013	Sandra Crowley
1997	Joan Daigle	2014	Rolyne Butler
1998	Doreen Armstrong	2015	Armand Doucet
1999	Anne Scott	2016	Rick Kelly
2000	William Kealy	2017	Angela Graham-Debertin
2001	Weldon Matthews	2018	Bonny Hill
2002	John Gahagan	2019	Kathy Soucy
2003	Pamela MacRae	2020	No awards due to pandemic
2004	Patricia Ellsworth	2021	Janice Shaw
2005	Ernie Rogers	2022	Lise Martin-Keilty
2006	Norma-Gene Jones		

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## **Indu Varma Fellowship Award for Creativity Recipients**

2022

## NBTA Honorary Life Members

Edouard Allain	Ronald LeBreton
Faye Allen	Erna Leger (deceased)
Guy Arseneault	E.M. Lynch
Dr. F.T. Atkinson (deceased)	Ross I. MacCallum
Brian Bawn (deceased)	Jack MacKinnon (deceased)
William Bishop	Malcolm H. MacLeod (deceased)
Corinne A. Blanchard	June MacNairn
Noreen Bonnell	Hon. Margaret McCain
Joe Breen (deceased)	R.B. McCormack (deceased)
Margaret Brogan (deceased)	Dwain McLean
Marilyn Boudreau	Joe Monahan
E.F. Cameron	Paulette Moore
Niel Cameron	Dawson Murray (deceased)
Pamela Campbell	Hon. Graydon Nicholas
Rod Campbell	Wayne Nightingale (deceased)
Paschal Chisholm	Nancy Roach
Loretta Clarke	Blake Robichaud
Betsy Colwell-Burley	Brent Shaw
Melinda Cook	Kevin Sheehan
Judy Deveau	Heather Smith (deceased)
James Dysart	Mike Springer
Dr. G. Forbes Elliott (deceased)	Hon. G.F.G. Stanley (deceased)
Vince Estabrooks	Hon. Dr. Ruth Stanley (deceased)
Bob Fitzpatrick	Faye Sweezy
Dr. R.J. Fournier (deceased)	David Taylor (deceased)
Peter Fullerton	Tom Trafford (deceased)
Diane Gillett	Hon. Marilyn Trenholme Counsell
K.E. Gilliss (deceased)	Indu Varma
Marjorie D. Gwalchmai (deceased)	R. Earl Walter (deceased)
Bert Hanratty (deceased)	Mary Wilson
Ann Kennedy	
A.H. Kingett (deceased)	

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## NBTA Centennial Award Recipients

1967	Elmer N. Wilcox	1995	Joe Flynn
1968	Alonzo R. Stiles	1996	Clarence LeBlanc
1969	Robert J. Love	1997	Elaine White
1969	Frère Leopold Taillon c.s.c.	1998	Freida Scott
1970	Marion Nodwell	1999	Paul Ouellette
1971	J. Raymond Tippet	2000	Helen Morag McKinnon
1972	R.S. McMurray	2001	Francis Goguen
1973	John L. Stickles (posthumously)	2002	Charles Prescott
1974	Gordon Cassidy	2003	Margaret Cummings
1975	Helen Craise Beale	2004	Rick Cotter
1976	Vi Gillett	2005	Paul Donovan
1977	Alfred H. Kingett	2006	Riba Riordon
1978	Eleanor A. Graham	2007	Penny Matthews
1979	Audrey Ingalls	2008	Don McKay
1980	Garfield Dykeman	2009	Ivan Keirstead
1981	Frances Fournier (deceased)	2010	Judy Stark
1982	Catherine Peters	2011	Michael Molloy
1983	Harold Northrup	2012	Beverly Farnham
1984	Edward Cameron	2013	David Craine
1985	Otis Green	2014	Denise Perron-Green
1986	Margaret Brogan	2015	Philip Sexsmith
1987	Nerene Russell	2016	Annette Hendry
1988	Lorne Whalen	2017	John Mann
1989	Thomas N. Trafford	2018	Maureen Cormier
1990	Louis Hardy Burse	2019	Helen Moar-Milne
1991	Barbara Zawyrucha	2020	No awards due to pandemic
1992	Dennis Knibb	2021	Kim Giddens
1993	Ruth Schiller	2022	Bev Loker-French
1994	Terry Kilfoil		

## Services to Members

The NBTA and NBTF exist to provide collective and individual services to teachers and to act in an advocacy role for teachers with other agencies. Below is a sampling of activities and services provided by the NBTA and NBTF.

### 1. Legal Assistance

Occasionally teachers find themselves faced with a situation within the scope of employment where legal assistance may be necessary. If teachers are under the scrutiny of the law in connection with their employment, they should immediately inform the principal, the superintendent, and the NBTA (Ardith Shirley, 506-452-8921).

Legal assistance related to issues involving the collective agreement may be provided through the NBTF (506-452-8921).

### 2. NBTA Educational Improvement Grants

The NBTA provides a fund designed to assist teachers attending regional, national and international conferences, conventions and workshops or to visit schools outside of New Brunswick. Application forms are available from Central Office, District P.L. Chairpersons and District Offices.

### 3. Credit Union

All NBTA members, including Associate and Honorary members, and members of their immediate families, employees of the NBTA and NBTF and members of their immediate families may become members of the NBTA Credit Union. It is a co-operative savings and loan association to provide credit and encourage thrift among its members.

The Credit Union provides numerous financial services. For further information, contact the General Manager, NBTA Credit Union Ltd., P.O. Box 752, Fredericton, N.B. E3B 5R6, Tel. 506-452-1724 or 1-800-565-5626, E-mail: nbtacu@nbtacu.nb.ca, Website: www.nbtacu.nb.ca

### 4. Group Insurance

The NBTF Group Insurance Plan is operated under the direction of the Group Insurance Trustees - a group of teachers who have been appointed to direct the operation of the plan. Services are provided in five areas: life, health, dental, salary continuation and accidental death and dismemberment. For further information, contact the Johnson Incorporated Administration Office, 650 Montgomery St., P.O. Box 1176, Fredericton, N.B. E3B 5C8, Tel. 506-454-4654, 1-800-442-4428, Fax 506-458-1172, e-mail: nbtf@johnson.ca

### 5. Home and Auto Insurance

As a service to NBTF members, arrangements have been made to provide home and auto insurance to those members who are interested. The agent for this program is Johnson Incorporated. For further information, contact their office at 650 Montgomery St., P.O. Box 1176,

Fredericton, N.B. E3B 5C8, Tel. 506-454-4654, 1-800-442-4428, Fax 506-458-1172, e-mail: nbtf@johnson.ca; Moncton Office 506-863-1155, 1-888-428-9090.

### 6. Personal Counselling

NBTA, in cooperation with the Group Insurance Trustees, the NBTA Credit Union, and the Department of Education, has established a counselling program for teachers. The program is designed to promote wellness in the workplace, as well as to assist individual teachers facing difficulties. For more information, contact Counsellor/Consultants:

- Michael LeBlanc, 506-462-0208  
(Fredericton & Oromocto Ed. Centres)
- Lisa Vienneau, 506-325-3932  
(Woodstock Education Centre)
- Lisa Calhoun, 506-855-5243  
(Anglophone East)
- Andy Stewart, 506-624-2103  
(Anglophone North)
- Ronna Gauthier, 506-634-2901  
(Saint John & St. Stephen Ed. Centres)
- Carmen Meehan, 506-832-6032  
(Hampton Ed. Centre)

### 7. Pension Counselling

Pension workshops are held each year on a regional basis for teachers and their spouses/partners within 5 years of retirement. In addition, individual teachers may obtain guidance and information about their particular situation. Teachers are strongly advised to contact Central Office on any major decisions regarding pension. For further information, contact Michael Butler, NBTA, 506-452-1722.

### 8. Interest-Free Loans

Interest-free loans of up to \$1,500 in any one school year are made available to active members of the Association wishing to take a year off from teaching to improve their professional qualifications. Applications and guidelines are available from the Staff Officer (Finance), Tina Estabrooks, 506-452-1834.

### 9. Newsletters

#### NBTA News

A newsletter issued on a regular basis to all members, this publication contains feature articles of interest to teachers, a regular column on Wellness, and items of professional interest to teachers. For further information, contact Chantal Lafargue, Editor, 506-452-1833. The NBTA News is available on hard copy or electronically via the website.

### **10. Other Publications**

As part of its services to members, the NBTA produces a number of handbooks and manuals. Among those are: Branch Manual, Beginning Teachers' Handbook, Provincial PL Manual. These resources are located on the web-site, [www.nbta.ca](http://www.nbta.ca)

### **11. Media Awareness Programs**

The NBTA Communications Department offers media awareness training on an "as needs" basis. For further information, contact Chantal Lafargue, 506-452-1833.

### **12. Professional Learning Assistance**

The NBTA underwrites, in part or in whole, all of the following PL activities. For further information, contact Dawn Beckingham, 506-452-1835.

#### **(a) CONTACT Summer Conference**

The NBTA collaborates with Newfoundland and Labrador Teachers' Association, Prince Edward Island Teachers' Federation and Nova Scotia Teachers Union in offering a summer conference for classroom teachers. The conference allows colleagues from Atlantic Canada a forum for sharing ideas.

#### **(b) NBTA Institutes**

The Association offers several professional institutes on topics of interest to teachers each year. These are primarily designed for, although not limited to classroom teachers.

#### **(c) DSS Program**

Developing Successful Schools is an annual leadership seminar for school leaders. It is cooperatively organized and subsidized by the New Brunswick Teachers' Association, the Prince Edward Island Teachers' Federation, the Nova Scotia Teachers Union and the New Brunswick Department of Education and Early Childhood Development. Each summer the program is held at Mount Allison University.

### **13. Retiring Teachers' Luncheon**

At the Annual General Meeting, a Luncheon is held Saturday for teachers who are retiring on pension that year. At the Luncheon, each retiring teacher is presented with an Honorary Membership in the Association. The Centennial Award (the NBTA's highest tribute) is also presented at this Luncheon. AGM participants, the Lieutenant-Governor, and other guests are invited to honour the retiring teachers.

### **14. CAPTTO**

The Council of Atlantic Provinces and Territory Teachers' Organizations was established to improve the collaboration among Atlantic Provinces teachers. It has proven successful in view of recent cooperation among Atlantic Provinces governments.

### **15. CTF-FCE**

Through its affiliation with the Canadian Teachers' Federation, the NBTA membership is represented at the Federal government level on issues affecting teachers nationally. From CTF-FCE, the NBTA receives considerable research assistance in matters of economic welfare, teacher certification, education finance, quality education and professional learning. During the year, CTF-FCE organizes a number of national conferences, establishes task forces and releases reports in various areas of activity of concern to New Brunswick teachers. Through the Canadian Teachers' Federation, NBTA members are eligible for the following:

#### **Project Overseas**

The NBTA participates each year in Project Overseas - an international program organized by the CTF-FCE. Under this program, teachers spend their summers teaching in developing countries and helping teachers in these countries upgrade their academic and professional qualifications through in-service courses. Members of the Project Overseas team have their expenses paid by their provincial affiliates or by CTF. NBTA will sponsor up to two (2) of its members each year. Application forms are available at Central Office.

### **16. Education International**

Through its affiliation with CTF-FCE, the NBTA is automatically affiliated with the Education International. NBTA usually sends a delegate to the EI Triennial General Meeting which may be held anywhere in the world. CTF-FCE is held in high regard by other members of EI, largely because of its assistance programs to teacher-organizations in the undeveloped or underdeveloped countries of the world.

### **17. University of New Brunswick**

Under the UNB Act of Incorporation, the NBTA has an official representative on the UNB Board of Governors. In addition, NBTA is represented on a variety of Faculty of Education committees.

### **18. Other Representation**

The NBTA represents its members on joint Department of Education and Early Childhood Development/NBTF Committees. Over the years there have been a considerable number of standing and special committees on which the Association has had membership. Present standing committees include the Educational Leave Committee, the Provincial Curriculum and Evaluation Advisory Committee (PCEAC) and the Pension Trustees.

Other representations include discussions with the Minister of Education, Minister of Finance and the Premier. We also have representation at a number of national conferences on various aspects of education.

## Certification

To become certified to teach in the Province of New Brunswick requires an approved five-year teacher education degree program. This new concurrent degree program meets the requirements for a teacher to be awarded two degrees and Certificate V. The highest level of certification (Certificate VI) can be obtained with the addition of acceptable university training. **The details of all requirements are found in Regulations 84-188 under the Education Act of New Brunswick or on the NBTA website at [www.nbta.ca](http://www.nbta.ca). Click on “Certification”.**

Conditions governing improvement in certification are also set out in Article 50 of the Collective Agreement between Treasury Board and the New Brunswick Teachers’ Federation, as follows:

50.01: A teacher shall apply in writing to the Minister of Education for certification or a change therein.  
 50.02 An application made under Clause 50.01 shall be supported by the required fee and an official transcript or transcripts issued directly from the appropriate institution(s).

50.03: When an application for certification is received by the office of teacher certification on behalf of the Minister of Education on or after the first day of April but on or before the thirty-first day of October in any year, the certification issued by the office of teacher certification shall be dated the second day of July of that year provided the required coursework has been completed by August 30.

50.04: When an application for certification is received by the office of teacher certification on behalf of the Minister of Education on or after the first day of November but on or before the thirty-first day of March in any school year, the certification issued by the office of teacher certification shall be dated the second day of January of that school year provided the required coursework has been completed by December 31.

50.05: Where a certification request has been approved the certificate from the office of teacher certification shall be issued no later than twenty-five (25) days after the teacher’s application, including receipt of the official transcript(s) for certification and the required certification fees if any, is received by the office of teacher certification.

50.06: Payment of retroactive salary due under this Article shall be made no later than thirty (30) days after the Superintendent has received from the teacher concerned the certificate stating the change in the teacher’s certification.

### Important Dates Related to Certification

If you receive a change in your certification, you must apply by **October 31** (to be back-dated to July 2) or by **March 31** (to be back-dated to January 2).

Specific concerns or questions should be referred to NBTA or NBTF staff, or to the Office of Teacher Certification at the Department of Education.

All applications for certification changes must be made to:

Office of Teacher Certification  
 Department of Education  
 and Early Childhood Development  
 P.O. Box 6000  
 Fredericton, N.B. E3B 5H1  
 Tel. 506-453-2785 Fax 506-453-5349

**Teachers are able to download all applications for certification upgrades from the NBTA website.**

## The Teachers' Pension Plan

All teachers teaching under contract in the public schools of New Brunswick automatically become statutory members of the pension plan and have their contributions deducted at source. A few other people holding a valid New Brunswick Teacher's Licence and employed in full-time service in education are also statutory members of the plan (for example, employees of the NBTA, AEFNB, NBTF, District Office, and Department of Education personnel).

### Eligibility for Retirement with a Pension

1. Teachers may retire with an unreduced pension at age 65 provided that they have two (2) or more years of pensionable service.
  2. Teachers may retire with a full pension after completing thirty-five (35) years of pensionable service.
  3. Teachers may retire with an unreduced pension when a combination of their age and service equals:
    - 87 on pre-reform service;
    - 91 on post-reform service.
  4. Teachers may retire with a reduced pension when a combination of their age and service equals:\*
    - 80 if they have pre-reform service;
    - 82 if they **only** have post-reform service.
  5. Teachers may retire with an unreduced pension, with twenty (20) or more years, at:
    - age 60 of pre-reform pensionable service;
    - age 62 of post-reform service.
  6. Teachers may retire with a reduced pension at age 55 with two (2) or more years of pensionable service.\*\*
- \* Reduction is equal to 2.5% for each index year the teacher is under the age/service of 87 (pre-reform) or 91 (post-reform).
- \*\* Reduction is equal to 5% for each calendar year the teacher is under the age of 65.

### Disability

When a teacher becomes disabled, that teacher may retire on an immediate pension. "Disabled" means incapable of pursuing regularly any substantially gainful employment. In order to qualify for a disability pension, a teacher must apply to Vestcor. Forms and advice can be obtained from the NBTA.

### Survivor's Benefits

If a teacher dies in service or dies while on pension, that teacher's spouse/partner (provided they have been married at least one (1) year) or dependent children are entitled to a pension.

At the time of retirement teachers may choose the standard 50% surviving spouse/partner benefit of their pen-

sion payable at the age of 65. Alternatively, teachers may take a reduced pension while choosing a surviving spouse/partner benefit of 60%, 66.7%, 75% or 100% of their pension payable at the age of 65. This is a one-time irrevocable choice.

If the teacher dies while in service, the teacher's spouse/partner will receive a pension immediately upon application based on 50% of the teacher's pension that would have been payable to the teacher at age 65.

If the survivor is the teacher's dependent child(ren), then the survivor(s) will receive the pension until he/she reaches 19 years of age, or age 25 if he/she is enrolled in an institution of higher learning.

If upon a teacher's death, there are no survivors who are eligible for a monthly pension and the contributions and interest exceed any benefits already paid, then the remainder is paid to the teacher's estate.

### Deferral

If a teacher has two (2) or more years of pensionable service, that teacher may withdraw from teaching and defer pension until the eligibility age (usually age 55) requirement for a pension is met.

It is almost always to a teacher's benefit to defer pension rather than withdraw contributions either as income or to transfer as investment. (See escalation paragraph below.)

### Escalation

All pensions - regular, survivor's, disability or deferred - are increased annually by 75% of the Consumer Price Index of Canada to a maximum of 4.75% per year.

### Purchase of Pensionable Service

The Teachers' Pension Plan permits reinstatement of pensionable service or other eligible service. Teachers may purchase service credit for:

1. Contract service lost as a result of unpaid maternity leave;
2. any period of service in New Brunswick for which the teacher has withdrawn contributions;
3. any period of service after December 31, 1991 during which the teacher was employed as a teacher in the public schools of any other province in Canada or



in any other country that is a member of the British Commonwealth of Nations (3 years);

4. any period of service after December 31, 1955 during which the teacher was employed as a teacher in New Brunswick under a local permit (service prior to December, 1955 with local permit is already counted as pensionable service);
5. any period of leave without pay during which the person served, on or after December 20, 2001, in the reserve force of the Canadian Forces in Afghanistan or any other combat operation prescribed by regulation, if the person resumes active employment as a teacher;
6. up to one year in the case of a person who discontinues teaching to take advanced training at a university, college or school of education in courses approved by the Minister of Education if he/she immediately resumes employment as a teacher in New Brunswick;
7. any periods of leave without pay (to a maximum of two years) if a person has been granted a leave of absence and resumes employment as a teacher in New Brunswick;
8. any period of service during which a teacher served as a member of the Legislative Assembly of New Brunswick.
9. any supply teaching time completed in the public school system of New Brunswick.

**Teacher Contributions**

The Teachers’ Pension Plan is financed by contributions made by teachers and the provincial government. Teachers’ contributions are calculated by the following formula:

$$10.0\% \times \text{YMPE} + 11.7\% \times (\text{salary} - \text{YMPE})$$

(YMPE \$64,900 in 2022)

**Reciprocal Agreement**

A national reciprocal agreement has been signed by teacher pension plans in all Canadian provinces and with the territories. The agreement provides for a transfer of pension funds and pension service credit from one province to another.

For specific information on pensionable service, return of contributions, pension transfer, eligibility, etc., contact:

Vestcor Pension Administrative Services  
 440 King Street  
 Fredericton, N.B. E3B 5H8  
 Telephone: 453-2296 or 1-800-561-4012  
 Fax 457-7388

# 1xx — Association Government

## 10x - Annual General Meeting

### 101 — Date of Annual General Meeting

The Annual General Meeting will be held in May.

### 102 — AGM Resolutions

Teachers should be encouraged to submit potential AGM resolutions to their Branch. Branches shall establish a process for developing and receiving such potential resolutions in a timely manner.

Once a potential resolution is submitted to the Branch for consideration, the Branch owns the resolution. A Branch Rep Council or General Meeting may decide to vote in favour of the potential resolution, adjust the wording, or defeat it. AGM resolutions shall be linked to at least one Association Object. Adequate time must be provided at Branch meetings for the discussion of potential resolutions. Last minute resolutions should not be entertained as this does not allow for the proper consideration.

Resolutions to an Annual General Meeting must be submitted on NBTA official forms by the Branch President, or designate once approved for submission by a Branch Rep Council or General Meeting. The maximum length for the resolution [resolved section] shall be 30 words and the maximum length for the rationale [whereas section] shall be 60 words.

AGM resolutions must be received by the NBTA Executive Director by March 1<sup>st</sup>. All potential AGM resolutions will be reviewed by the NBTA Resolution Committee. The Committee will combine all resolutions of a similar nature and make necessary corrections for clarity without changing the intent.

The Resolutions Committee may return to the submitting Branch, stating the reason(s) for the return. Such resolutions may be presented from the floor of the AGM by the delegates from the originating Branch, if approved by the AGM of the originating Branch.

Late resolutions must be “emergent”, meaning that the issue was not, or could not be, known by the submission deadline. Such resolutions may be presented by Branch delegates from the floor of the AGM, if approved by a Branch AGM and with the consent of two-thirds (2/3) of the AGM delegates.

AGM resolutions will be published in an AGM Issue in April that will contain each resolution and rationale approved by the Resolutions Committee. A Factual Backgrounder will be prepared, approved by the Resolutions Committee, to accompany each resolutions to be considered by the membership.

Although the rationale and background [whereas section] will be published, only the resolution [resolved section] will be submitted to the Annual Meeting.

### 103 — AGM Resolutions (Publication)

Resolutions and recommendations submitted to the membership will not disclose the originating Branch.

### 104 — AGM Resolutions (Return for Correction)

Resolutions which are vague, improperly worded or based on incorrect information will be clarified with the submitting Branch and reviewed by the NBTA Resolutions Committee.

### 105 — AGM Past Presidents Invited

Past Presidents who are statutory members will be invited to attend the AGM and all functions connected therewith as observers. Expenses for these Past Presidents who attend the AGM and related functions will be paid by the NBTA according to NBTA policy.

All Past Presidents will be invited to the Annual Dinner. Past Presidents who are no longer statutory members will be expected to assume their own travel and accommodation expenses.

### 106 — Expenses Covered re Special Invitations to AGM

NBTA will cover all expenses for individuals who are invited to the NBTA Annual General Meeting to have their accomplishments/awards recognized.

## 11x - Board of Directors

### 111 — Agendas (Board) Advance Notice

Copies of Agendas for all Board meetings will be made available in sufficient time for all Directors to arrange a Branch meeting to get views of membership when necessary.

### 114 — Attendance at Board Meetings

When a Director is unable to attend a meeting of the Board of Directors, the Alternate Director should attend in his/her place. On the occasion where the Director and the Alternate Director cannot attend a meeting of the Board, the Branch Executive should name a replacement for that meeting. NBTA Central Office must be notified beforehand of any replacement attending a Board meeting.

### 115 — Conflict of Interest

It is an expectation that Directors will perform their official duties in a manner that enhances the trust of the membership in the objectivity and impartiality of decision-making on behalf of the NBTA.

Directors cannot fulfill their fiduciary duties to the NBTA if their decision-making judgment is compromised by an interest, which is not that of the NBTA.

#### **116 — Role and Responsibility of Directors**

It is the role and responsibility of the Directors to keep Branches informed on Association activities and business.

Directors are expected to present local views at meetings of the Board of Directors, but have the authority and responsibility to vote in the best interest of all teachers after having full debate on any topic.

#### **117 — Branch Motions**

Any Director may bring concerns or motions from a Branch to any meeting of the Board of Directors. However, any Branch motion which would have the effect of nullifying or changing an NBTA policy must be received as a notice of motion which will be open for debate at the next meeting of the Board of Directors.

#### **118 — Election of Executive Committee**

At the first meeting of the Board of Directors immediately following the AGM, each Board member, by secret ballot, will be entitled to vote for five (5) Board members as members of the NBTA Executive Committee. Any ballot containing less votes than the number of eligible positions shall be declared a spoiled ballot.

When the votes are tabulated, those members receiving 50% plus 1 or more of the votes cast shall be declared elected. If less than five members receive 50% plus 1 or more of the votes cast, the second ballot containing the names of those members who were nominated but not elected will be circulated. The Board members will then vote for the number required to bring the total members elected up to five (5). This procedure will be repeated until the required number is elected. If on any particular ballot other than the first one, no one receives the required 50% plus 1, the individual(s) receiving the least number of votes will be dropped.

Alternate Executive members will be determined as follows: last individual on the ballot not elected, will be the 1st alternate; next to last individual on the ballot not elected, will be the 2nd alternate; and so on. In case of a tie, a runoff vote will be held involving only those individuals involved in the tie.

The Executive Director will forward to all Directors, prior to the Post AGM Board meeting, a survey form asking each Director to submit a short (up to 10 lines) biographical sketch outlining past educational involvement. The biographical sketches of all Directors, will be available during the AGM.

Directors will inform the President at the beginning of the Post-AGM Board meeting if they wish to have their names withdrawn from consideration in the election for the Executive.

#### **119 — Eligibility to Serve on Board of Directors**

Should a Board Member or Alternate be on Educational Leave, Deferred Salary Leave, pre-retirement leave, extended sick leave or secondment, then an alternate should serve as Director or Alternate for the period of the leave.

If the Executive of the Branch becomes convinced that a Board Member or Alternate Director is not going to be in the Branch and available to members on a regular basis, an Alternate will be selected to serve.

### **12x - Board of Directors - Meetings**

#### **122 — Frequency of Board Meetings**

Regular meetings of the Board of Directors shall be held in October, January or February, and April of each year; the specific dates of regular meetings to be established at the April Board meeting.

#### **129 — Voting Procedures**

At NBTA meetings, issues will normally be decided on a straight vote.

At an Annual General Meeting or at meetings of the Board of Directors, a weighted vote may be taken on close issues or by request. Delegates (AGM/Directors (Board)) should exercise discretion in the use of the weighted vote. If a Delegate (AGM/Director (Board)) wishes to call for a weighted vote, that call must be made immediately after the motion is seconded. When asking for a weighted vote, Delegates/(AGM/Director (Board)) are asked to indicate if the request for such a vote has come from the Branch level.

At the beginning of each Board and General Meeting, members will be asked to confirm this method of voting.

### **13x - Executive Committee**

#### **131 — Staff Attendance at Executive and Board Meetings**

The Administrative Staff shall be in attendance at Executive and Board meetings unless absence is unavoidable.

#### **132 — Preparation for Meetings (Executive)**

The President and Executive Director shall meet prior to each Executive Committee meeting and go over the Agenda with a view to anticipating questions which may arise during the meeting and have the information available for the meeting.

## 14x - Committees

### 141 — NBTA Committees

#### *Board Representation on Committees*

Each standing committee, except the Professional Conduct and Standards Committee, shall include a member of the Board of Directors.

#### *Naming of Committees*

NBTA Committees shall be named by the President in consultation with the Vice-President, for approval by the Executive Committee, and committees will commence duties August 1st with specific terms of reference.

The number of meetings per committee will be a maximum of three (3) unless additional meetings are approved by the Executive Committee or Board of Directors.

When special committees are established as a result of a motion from the Executive Committee or Board of Directors, the terms of reference for such committees will be approved by the Executive Committee at the earliest convenient time.

#### *Standing Committees*

Standing Committees should meet, if necessary, for one or two-day periods prior to each regular meeting of the Board of Directors, and submit regular reports and recommendations to the Board.

- a) The Awards Committee, Finance, Professional Conduct and Standards, Pension, Professional Development, Nominating, Pension, Curriculum, Equity in Education, In-School Administration, and School Learning Environments have provincial representation.
- b) The Teacher Education and Certification, Resolutions, Public Relations and Communications, and Teaching/Learning Conditions have regional representation.
- c) The NBTA Executive Committee will be the CTF Advisory Committee.

#### *Membership on Standing Committees*

- a) Standing Committees will consist of 5 members, including the Director, unless otherwise specified.
- b) As a general rule, committee members will be replaced in such a way that continuity is assured.

#### *Council Co-ordinating Committee*

A Council Co-ordinating Committee is established to operate under the following guidelines:

- a) each Council may name six(6) representatives to the

Council Co-ordinating Committee.

- b) each Council is responsible for the expenses of its representatives in accordance with its own expense policy.
- c) the Council Co-ordinating Committee has as its primary function the organization and co-ordination of workshop activities, and monitoring of curriculum issues.

## 15x - President, Vice-President and Past President

### 151 — Official Acts and Statements

The President is the official spokesperson for the Association. The Association accepts full responsibility for the official acts and statements of the President and Administrative Staff.

When the President is requested to make a public statement for which there is no Association policy, he/she should, whenever possible, confer with the Executive prior to making such a statement.

### 152 — Eligibility to Serve as an Officer

Rationale: The NBTA Act of Incorporation (Sect 22) states the following:

*22(1) The officers of the Association shall be the President, Vice-President, the Past President and the Executive Director;*

*22(2) The officers, with the exception of the Past President and Executive Director, shall be elected by popular ballot in a manner determined by by-law.*

Policy: No teacher shall be eligible to serve as an Officer of the Association while on an unpaid leave of absence.

### 153 — Candidacy of Board Members for Public Office

The following provisions shall be applicable in the event a Board member intends to seek election to the Legislative Assembly or the House of Commons.

“Nomination to be a candidate for election” applies to all registered political parties and/or any intention to seek election as an independent candidate, or as a representative of a political party that has yet to obtain official status pursuant to provincial or federal legislation as the case may be.

“Public notice” shall be broadly interpreted to include any public announcement by a Board member and does not require the tendering of formal nomination papers with a registered political party or Elections New Brunswick or Elections Canada.

#### *A. Board Member*

- i) A Board member who serves public notice that he/she intends to seek nomination to be a candidate for election shall be considered to be on a leave of absence (LOA) from his/her Board position as of midnight of the day on which the public notice is given.
- ii) In the event the Board member fails to be nominated as a candidate, resigns his or her nomination to be a candidate, or fails to become elected following an election, the leave of absence (LOA) shall terminate on the Board member's written notice to the President as of midnight on the day received.
- iii) During the period of leave of absence (LOA), the Board member shall not represent the Association in any capacity.

**B. NBTA President**

- i) A NBTA President who serves public notice that he/she intends to seek nomination as a candidate for election or as a candidate for a Municipal Council, shall be considered to be on an unpaid leave of absence (LOA) from his/her position with the Association as of midnight of the day on which the public notice is given.
- ii) In the event the President fails in the nomination, resigns from the nomination, or fails to be elected, the leave of absence (LOA) shall terminate on written notice to the Executive Committee as of midnight on the day received.
- iii) During the period of leave of absence (LOA), the President shall not represent the Association in any capacity.

**C. Election to Office**

If elected to a public office following a leave of absence (LOA), the individual is deemed to have resigned his or her position on assuming elected office.

**154 — NBTA Provincial Elections**

**General**

- 1. This policy statement governs the election of the NBTA Vice-President/ President Elect and the NBTA Vice-President.

**Eligibility of Candidates**

- 2. Candidates must be "statutory members of the New Brunswick Teachers' Association", and in the case of a Branch nomination, a member of the Branch making the nomination.

**Nominations**

- 3. Excepting as hereinafter set out, nominations for any of the offices of the Association shall be in writing and may be made in the following manner:
  - a) By the NBTA Nominating Committee comprised of five (5) persons
  - b) By a member's Branch on official forms available from Central Office

**Nominating Committee**

The Nominating Committee will:

- 4. Meet at the call of the Chairperson with the understanding the first meeting will be held not later than the 1st week in November, with any necessary additional meeting being held early enough to ensure that the report of the Nominating Committee will be in the hands of the membership not later than December 10 in any year.
- 5. Arrange a list of chosen candidates in order of priority and direct the Executive Director to contact enough candidates to provide, when necessary, at least one and not more than two candidates for the Office of President-Elect, and at least two and not more than three candidates for the Office of Vice-President. It is suggested the initial contact be made by phone, but that each candidate be given up to two full days for consideration, and that each candidate phone in his/her reply, and if said reply is in the affirmative that he/she confirm in writing.
- 6. Hold another meeting if necessary to finalize plans and to consider candidates if the list referred to in paragraph 5 is exhausted without obtaining the required number.

**Branch Nominations**

- 7. Branch nominations must reach the Executive Director of the Association not later than February 1<sup>st</sup>.
- 8. Following the deadline for Branch nominations, if only one candidate is nominated for elected office, that candidate shall be deemed to be elected by acclamation.

**Electronic Voting**

- 9. Voting will take place during the last full week of April. Polls will open at 6:00 am on Monday and close at 4:00 pm on Friday. Votes will be tabulated for each candidate through electronic means. Candidates shall be notified of the results of voting by the Executive Director immediately following the closure of polls. The candidate receiving the greatest number of votes shall be declared elected. In the event of a tie vote for the office of President-Elect or Vice-President, another election will be held involving only those candidates receiving the same number of votes. The specific dates (rather than the week in April) shall be determined by the Nominating Committee.

**Eligibility to Vote**

- 10.i) All statutory and casual members who have paid a minimum of one day of dues during the current school year; and
- ii) All statutory members on maternity leave.

To access the on-line voting panel, all statutory and ca-

sual members must have an updated NBTA registration, their NBTA Member Number and birth date.

**Term of Office**

11. Officers shall assume their duties on the first day of August. The President shall be elected for a twenty-four and one-half (24 1/2) month term and not be eligible for re-election. During the first year of the President's two-year term there shall be an election for the Office of Vice-President and the successful candidate will be declared President-Elect and will assume the office of President at the end of the current President's two-year term. During the second year of the President's two-year term there shall be an election for the office of Vice-President.

**Campaign Assistance to Candidates Publicity**

12. The Association shall publish a "special election issue" of NBTA News in the last week of March of each year. Each candidate for office will have up to one page, content to be determined by the candidate. The issue will also contain an explanation of the method of voting. The cost of the issue will be borne by the Association.

13. The Association will produce a "special election poster" containing a photograph and brief statement from each candidate. The poster will be produced on a "one per staff room" basis. The posters will be mailed to schools not later than the end of the last week of March. The cost of the poster production will be borne by the Association.

14. Candidates Election statements and posters must reflect current NBTA policy/position and be submitted to the NBTA Executive Director by the first (1st) day of the February Board Meeting. The NBTA Board of Directors will resolve any disputes.

15. A disclaimer statement: "THE INFORMATION CONTAINED HEREIN IS NOT NECESSARILY THE OFFICIAL POSITION OF NBTA" shall be included on all campaign materials, web sites, etc. used by candidates to promote their campaign.

16. The Association will advise Branches of the slate of candidates and encourage Branches to promote greater interest in elections. The Association will encourage candidates to have a representative in each Branch to work on his/her behalf. NBTA will suggest that Branches host an all candidates meeting (face-2-face or virtual) to speak to teachers sometime during the campaign period. All such meetings must take place prior to voting week.

**Administrative**

17. Central Office will make available to each candidate:  
i) a copy of Branch Nominal Rolls that include Teacher Name, E-Mail Address, School Name,

- School Telephone and Fax Numbers;
- ii) up-to-date contact information of Branch Presidents, Directors, Alternate Directors and NBTA Committee members;
- iii) two (2) sets of School Rep labels and one (1) set of Branch President labels;
- iv) candidates will be allocated up to a maximum of three (3) hours of consultation time to create a campaign website with the NBTA webmaster;;
- v) a link from the NBTA web site to the campaign web site of each candidate.

18. Once a nomination is accepted, each candidate will receive from Central Office, copies of the "Special Election Issue" for the prior two (2) years.

19. a) Any candidate offering for the position of Vice-President or President-Elect will be invited to attend the three (3) days of the February Board Meeting at Association expense.

b) The President and Executive Director will arrange an "all Candidates Orientation" during the February Board Meeting.

20. The official campaign period for "active campaigning" shall be immediately following the Candidates Orientation to not later than the opening of polls for voting. Active campaigning shall include all electronic communication to groups of teachers (email, social media & web sites), school and branch visits with teachers, and distribution of any campaign materials.

21. The vote count for the Presidential and Vice-presidential election will be released to the membership. The vote will be released by Branch. The press release announcing the successful candidate will not release the vote count.

22. The Candidate's Questionnaire will be distributed by the Executive Director and a report will be provided to the Nominating Committee at the fall meeting.

**Financial**

23. Candidates are eligible to be reimbursed for election expenses for up to \$2,500 received (eff. 2018-2019).

24 To be eligible for financial assistance candidates must receive at least 5% of the total votes cast in the election (effective 2012-2013).

25. The claim for expenses must be submitted on an "Election Claim Form" available from Central Office. Allowable expenses include travel, accommodations, meals, postage, stationery, supply teachers, telephone costs, printing and other promotional costs. All expenses must be substantiated by receipts and approved by the Executive Director. Expense appeals

may be made to the Board of Directors.

26. The NBTA will pay seven (7) days release time for each candidate (eff. 2012-2013) and will encourage the Districts to cover costs for an additional five (5) days.

#### ***Address to April Board Meeting***

27. a) Candidate(s) offering for the position of Vice-President or President-Elect will be invited to address the April Board Meeting at the end of the first day of the Board.  
b) Expenses for a candidate to attend and address the April Board will be born by the Association.

#### ***Attendance at Annual General Meeting***

28. If not otherwise eligible to attend, the newly elected Vice-President and President-Elect may attend the AGM at the expense of the Association.

#### ***Release of Vote Count***

29. The vote count for the Presidential and Vice-Presidential elections will be released to the membership as soon as possible after the count is completed. This would be accomplished by contacting Branch Presidents and Directors and asking them to spread the word to their members. Presidents and Directors would be asked to have a system prepared for this purpose.

#### ***Support for President-Elect Transition***

30. That twenty (20) days of release time be allocated to assist the President-Elect in the transition to the presidency.

#### **155 — Acting Past President**

When it becomes known that an outgoing President is unable to serve as Past President due to death, disqualification, resignation or permanent disability, the Board of Directors will pass the following motions in order to fill the Past President's Office:

"That due to the inability (retirement, resignation, etc) of the outgoing president, the post AGM Board of Directors declare the office of Past President vacant as of August 15 in that year"; and  
"That the post AGM Board of Directors appoint a member of the Board of Directors to fill the vacancy of Past President for the next year"; and  
"That the appointment will be made through an election by secret ballot, similar to the election for other executive members, which will be carried out before the election for the executive."

## **16x - Adherence to NBTF Policy**

#### **161 — Teacher Obligation to Adhere to NBTF Policy**

NBTA members are bound to adhere to NBTF policy in those areas where the Federation has jurisdiction.

## **18x - Minutes**

#### **181 — Distribution**

All Committee minutes will be posted on the website and distributed to Committee members subsequent to meetings.

#### **182 — Minutes - Distribution to Vice-President & President-Elect**

The Vice-President and President-Elect will be included in the distribution of minutes of Executive and Directors' meeting from the date of their election.

#### **184 — Lost Motions**

Lost motions will be recorded in the Minutes.

## **19x - Branches**

#### **190 — Branch Membership**

Contract and supply teacher members will be assigned to NBTA Branches once they have registered with the Association on the following basis:

- a) contract and long-term supply teacher members will be assigned to Branches in which their place of work (school) is located;
- b) day-to-day supply teacher members will be assigned to Branches in which their place of residence is located.

#### **191 — Nominations for Director**

- a) Each branch will be encouraged to nominate more than one candidate when positions on the Board of Directors are open.
- b) Democratic elections to fill vacant positions will be conducted at the Annual General Meeting of the Branch.

#### **192 — Election of Directors**

By-Law 7 - Board of Directors states that: "if for any reason during his term of office, a director is unable to act, his alternate shall act in his place and stead for whatever period required, including completing his term of office."

The interpretation of this by-law shall be:

- a) if a director, who is unable to act, maintains an employee-employer relationship, then that director should be replaced by the alternate director.
- b) if a director, who is unable to act, terminates the employee-employer relationship (retires, resigns), then

that director should be replaced by a new director at the next AGM of the Branch and will begin a new term.

**193 — Branches - Excellence in Teaching Award**

1. Branches are encouraged to establish a Branch Award of Excellence.
2. The branches that choose to participate should inform the NBTA of their intention.
3. NBTA will provide a nomination form similar to the NBTA Centennial and NBTA Credit Union Award forms to participating branches.
4. A branch may name the number of award recipients each year that they deem appropriate.
5. NBTA shall provide certificate(s) and gift(s) at cost to branches (one free gift per year per Branch) that may be presented to award recipients.

**194 — Branch AGMs**

1. Student teachers, during the period of their practicum, will be welcome to attend any meeting of the local NBTA branch, including all parts of the Branch Annual General Meeting; however may not vote.
2. Co-operating teachers and school staffs should encourage these teachers to attend such meetings.



## 2xx - Administration and Finance

### 20x - General

#### 201 — Associate Membership Fees

Associate membership fees shall be **\$60 per year**. The Associate membership year shall begin on September 1<sup>st</sup> and terminate on August 31<sup>st</sup>.

#### 203 — Fiscal Year

The NBTA fiscal year will be July 1 to June 30.

#### 204 — Membership - Dues Refund

1. Dues for membership in the New Brunswick Teachers' Association normally will be non-refundable. Refunds may be authorized in exceptional circumstances by the NBTA Executive Director or the Staff Officer - Finance.
2. Refunds will be offered when a member switches from associate membership to another category of membership (casual or statutory). When the NBTA is notified of such a change, a prorated portion of the associate dues will be refunded to the member.

### 21x - Signing Officers

#### 211 — Signing Officers

The Executive Director, Deputy Executive Director, Staff Officer - Finance, the NBTA Bookkeeper, and a designated Administrative Assistant are the signing officers of NBTA.

1. Two signatures of the five listed will be required on any cheque except those outlined in Clause 2 of this Policy.
2. All cheques in excess of \$2,000, all payments for legal issues and all cheques related to payroll must be signed by two of the following: Executive Director, Deputy Executive Director, Staff Officer for Finance and/or the NBTA Bookkeeper.

#### 212 — Bonding of Signing Officers

The Executive Director, Deputy Executive Director, NBTA Administrative Staff, the NBTA Bookkeeper/Financial Assistant, and Support Staff members who handle cash are bonded up to the amount of \$150,000.

### 22x - Grants

#### 223 — Grants to DND Teachers Overseas

NBTA will continue the practice of sending to (OTA) Overseas Teachers' Association through CTF, an amount equal to the CTF annual membership fee for NBTA members teaching in DND schools overseas.

#### 224 — Donations and Grants

1. The charitable donations budget line will consist of an allocation of \$1.50 per statutory member
2. The \$1000 yearly grant to Make-A-Wish Canada, NB Chapter will be a designated contribution within the account line.
3. The NBTA Executive Committee will be responsible for the distribution of donations.
4. Only requests that directly impact teachers and/or the teaching profession will be considered.
5. The maximum amount offered in a single grant will be \$1.00 per statutory member.
6. If requests for donations are time-sensitive, the Executive Committee will consider the requests at the next scheduled meeting. All other requests will be examined during the May Executive meeting, so the distribution of funds from the account line may be considered within the context of the fiscal year.

#### 226 — NBTA Councils' Special Project Grants

Special Project Grants may be awarded to NBTA Councils for projects which also involve a direct outlay of Council funds. The maximum grant shall be \$500 in any school year. The decision to award the grant shall be made by the President and Executive Director on the recommendation of the Staff Officer for Professional Learning.

#### 229-1 — NBTA/Department of Education - Educational Improvement Grant

1. Applications are to be considered at regular intervals and action taken reported to the NBTA Board of Directors and to the Professional Development Branch of the Department of Education and Early Childhood Development.
2. (a) The primary purpose of the activity for which the grant is requested must be **teacher professional growth**.
  - (b) The activity may be of a general professional nature or related in a significant manner to the teaching assignment of the applicant.
  - (c) Event may take place within New Brunswick or outside the province, with the exception of school visitations which are only eligible outside New Brunswick.
  - (d) Funds **will not** be granted for student/class trips.
  - (e) Documentation supporting details of the professional growth activity **must** accompany the initial application.
  - (f) Due to liability issues, endorsement of the Super-

intendent (out-of-province) or the school principal (in-province) is required even during Christmas Break, March Break, Summer Break or any holidays..

(g) University courses, modules or courses used for credit/teacher certification purposes are not funded. Regularly funded New Brunswick Department of Education and Early Childhood Development initiatives are not eligible for grants. There is no Provincial funding to attend CONTACT, but there is Council funding available for those participants that meet with these guidelines.

(h) Completed application forms should be received by the Educational Improvement Grant Committee at least **five (5) weeks** prior to the opening day of the activity. Applicants will be informed in advance of the Committee's decision.

(i) Supply teacher costs will not be considered for funding.

(j) Amount paid to applicants under ant circumstances will not exceed approved expenses.

3. All applications conforming with Guideline 2 are to be eligible for consideration.
4. Teachers may apply for **one** or **both** grants.
  - a) **Provincial Grant** maximum: **\$500/event** based on 50% of the activity costs. No more than **\$1,000** in a **3-year period**. (Note: For any event for which 21 or more teachers apply, a dollar limit to a maximum of **\$250** per applicant is to be allowed).
  - b) **Council Grants** maximum: \$400/event. No more than \$400 in a 3-year period. (Note 1: The 3-year period for Council Grants refers to all Councils. Teachers who change Councils will still only be eligible for a total of \$400 every 3 years; Note 2: Councils reserve the right to limit grant amounts if 21 or more teachers apply for a single event.)
5. (a) The funds will be divided into two six-month allotments (July-December and January-June). Any carry-over from the one term may be expended during the next term.  
 (b) If all funds have been allocated for a term, subsequent applicants will be notified and no further grants will be issued for that period.
6. a) Each successful applicant must submit an expense claim, receipts and an Activity Report Form before payment of grant is made. (Note: If receipts are required for another funding source, i.e., Branch PL grants, photocopies are acceptable.)  
 b) The Expenses Claim and Activity Report Form **must be submitted** within **six weeks** following the date of the activity.
7. Grants **will not be made** for activities scheduled on same day(s) as NBTA Councils.

#### 229-4 — EI Rebates

The EI Rebate will be returned to branches on the basis of a minimum grant of \$400 with the remainder allocated on a per capita basis according to the June 30 nominal roll, after the provincial organization holds centrally an amount equivalent to 2 days release time per Branch to support attendance of all PL Chairpersons at the Annual PL Chairperson Workshops. Careful provision must be made to ensure that adequate reporting procedures are maintained.

#### 229-5 — Guidelines for Use of EI Rebates

- a) A definition will be provided to branches for the EI Rebate, along with an explanation of its intended use.
- b) The EI Rebate report form will require a signature and an indication of the balance on hand at the end of each year.
- c) Branches will be expected to set up a separate account to assist in tracking and reporting of EI Rebate money.
- d) Supply teacher costs may be included as valid uses of the rebate money.
- e) Branches will be required to report yearly the balance in the EI account.
- f) Branches will be encouraged to spend annually the EI Rebate money, excepting if a branch is planning a longer term P.L. activity which may necessitate an accumulation of funds.
- g) Branches will set guidelines for awarding grants for conferences and visitation requests.
- h) Branches will be advised that all EI monies must be used for P. D. activities.

#### 229-6 — National Conference in New Brunswick

1. Requests for financial and/or in-kind assistance for a National Conference being held in New Brunswick will be considered by the Executive Committee if the conference is deemed to be of substantial interest or benefit to NBTA members.
2. If the Executive Committee agrees to provide assistance for a national conference, it may authorize:
  - (a) financial assistance up to \$1,000 from Donations and Grants; and/or
  - (b) in-kind support such as printing, mailing, and other administrative services.

## 23x - Loans

### 231 — NBTA/Beaverbrook/Hagerman Interest-Free Loan Fund

The loan fund shall be maintained at a level that will permit the awarding of at least \$20,000 a year (effective 2012-2013).

### 232 — Regulations for NBTA/Beaverbrook/Hagerman Interest-Free Loan Fund

1. Interest-free loans of up to \$1500 in any one school year shall be made available to statutory members of the New Brunswick Teachers' Association who have an Educational Leave or a leave of absence to improve their professional qualifications.
2. The Executive Committee will consider applications received and determine the amount of the loan to be granted - \$1500 for a full year leave and a pro-rated amount for leaves of less than a year.
3. Applications for loans are to be completed and returned to NBTA Finance Department on or before March 31 of the school year preceding the period of leave. An exception will be made for those cases in which an alternate is awarded an educational leave at a later date. In such cases, the member will have a deadline of 4 weeks following the notification of the leave.
4. Recipients will sign and return a promissory note and choose a repayment option to repay the loan within one year if \$750 or less, and not more than two consecutive school years if over \$750.
5. Upon receipt of the NBTA copy of the promissory note and the selection of the method of repayment, a cheque in the amount of the loan will be mailed to the teacher.
6. Recipients are responsible for a minimum monthly payment by one of the following repayment options:
  - a) a series of post-dated cheques;
  - b) automatic deduction from a personal account with NBTA Credit Union; or
  - c) an e-transfer commitment.
7. Repayment of the loan will begin in September of the school year immediately following the school year for which the loan was granted.
8. In the event of a strike by teachers, all repayment options to teacher loan accounts shall be suspended for a period not exceeding one month following the return to work by teachers. If strike action continues for a period longer than one month, the maturity

date of all outstanding loans for that period shall be extended in relation to the time teachers are on strike.

9. In the event that the number of applicants exceeds the capacity of the Fund to award the stipulated grants, the Board of Directors may be requested to add additional monies to the Fund.

## 24x - Central Office Expenses

### 244 — Phone Calls to NBTA Office

NBTA members will be provided with a toll free number by which they may make calls to the NBTA Office.

## 25x - Expense Allowances

### 250 — Kilometer Rate - Expenses

1. Normal Kilometer Rate  
NBTA will match the provincial kilometer rate plus 1 cent and the rate will be adjusted each time the provincial government adjusts its rate.
2. Special Circumstances Kilometer Rate
  - (a) Notwithstanding Clause 1 of this policy, when the price of regular gas increases to a point at which the provincial maximum price per litre exceeds two (2) times the normal kilometer rate, the special following formula be applied:
    - (i) the base rate established in Clause 1 of this policy; plus,
    - (ii) one (1) cent for every ten (10) cent increase in the cost per litre of gasoline in excess of two (2) times the figure in number 1;
    - (iii) such rate not to exceed the maximum flat rate per kilometer established by Canada Revenue Agency as the "Reasonable Per-Kilometer Allowance".
  - (b) This rate will be reviewed and established quarterly to be effective July 1, October 1, January 1 and April 1.

### 251 — Expenses (In-Province)

#### Transportation

1. An NBTA member shall not claim travel allowance (mileage) if they travel in another NBTA member's vehicle to an activity for which NBTA pays travel allowance.
2. As per auditing standards, mileage shall be calculated on the number of kilometres between the member's community of residence to the meeting location and return. The distance shall be that identified on an Association mileage chart, or, if not identified therein,

shall be confirmed by NBTA staff using an independent program such as Mapquest.

3. NBTA may assume acceptable costs for a rental car for a member to attend to NBTA business, if pre-authorized by the NBTA Executive Director or Staff Officer Finance.

Expenses that would fall within the category of acceptable costs would include the cost of an economy rental car on the day(s) of the meetings and gas receipts from service stations.

Depending on the season, expenses for winter tires may also be deemed acceptable. Receipts shall be required prior to payment.

#### **Overnight Lodging**

1. If a member cannot arrive home by 9:30 p.m. including one hour for dinner, then that member is entitled to overnight lodging.
2. If a member can leave their residence after 8:00 a.m. and arrive in time for the meeting, then that member shall not be entitled to overnight lodging the night prior to a meeting. In the event that a member is eligible for overnight accommodation on the evening prior to a meeting, that member shall be entitled to claim dinner that evening.
3. If overnight single accommodation is in excess of \$25, this expense shall be supported by a receipt.
4. If a member chooses to stay in commercial lodging other than that with which NBTA has a special rate, the reimbursement shall be no more than the NBTA rate.

#### **Meals**

1. An individual shall not be entitled to an evening meal if they can arrive home by 5:00 p.m.
2. Breakfast - \$10.00: Lunch: - \$15.00: Dinner: \$25.00.
3. A claim for breakfast may be made by those members who stay overnight, or who must leave home prior to 8:00 A.M. in order to be at the meeting on time.

#### **Expenses**

1. Expenses of a spouse/partner attending social functions of the NBTA shall not be paid, with the exception of the spouse/partner of the NBTA President, Vice-President and/or President-Elect when attending the Executive/Staff Christmas Dinner, Annual Dinner and Retiring Teachers Luncheon.
2. Local members serving on NBTA Executive, Board of Directors and NBTA Committees, as well as members who are registered participants of the Annual Gener-

al Meeting or Provincial Workshops are encouraged to participate in all after-hour functions with their colleagues, including breakfasts, lunches, group dinners, etc. Local members shall be reimbursed for all reasonable costs associated with their participation in accordance with NBTA policy. Receipted transportation costs to and from evening events will be reimbursed.

#### **Family Care**

Reimbursement of family care expenses will be paid for members while on business of the Association in those circumstances where care must be provided by a person outside the immediate family as follows:

- Up to \$45.00 for an evening meeting; and
- Up to \$100.00 for a meeting held on a day other than a school day

Members requesting family care coverage shall complete a special expense sheet that requires the signature of the caregiver.

#### **Authorization of Expense Sheets**

All expense claims shall be approved initially by the Executive Director and/or Staff Officer-Finance. If any questions arise, then the expense sheets shall be referred to the Finance Committee.

### **252 — Expenses (Out-of-Province)**

#### **Transportation**

- a) NBTA will pay economy return air fare (including a checked bag & seat selection charges), substantiated by receipts.
- b) NBTA will pay receipted expenses, not to exceed equivalent economy air fare, should a member travel by other means of transportation. NBTA will pay the regular kilometer rate, but no more than equivalent economy air fare should a member travel by privately owned motor vehicle.
- c) Airline bookings should be made as early as possible and/or during seat sales.
- d) In the event that transportation other than a private vehicle is used to travel to the work site, an on-site car rental be authorized,
  - i) if deemed necessary because of the distance between the arrival point and/or accommodation and the work venue, or
  - ii) by the Executive Director

#### **Meals**

The meal rate is \$70 per day (Breakfast: \$15; Lunch: \$15; Dinner: \$40). (Effective February 2019).

#### **Accommodation**

All accommodation expenses must be supported by receipts. Accommodations must be paid for by the mem-

ber, and cannot be billed to NBTA. Moderately-priced accommodations should be selected unless a host hotel is specified.

#### ***Taxis or Limousines***

Members may claim transportation to and from airports, and/or meeting venues. Receipts must be obtained where costs exceed \$10.00.

#### ***Registration Fees***

Event registration fees may be claimed, but must be supported by receipts.

#### ***Tips and Gratuities***

Tips may not be claimed for meals. Tips for convention-type hotels may not exceed \$10 per convention.

#### ***Telephone Calls***

Phone charges that are a result of NBTA business will be paid. Personal charges will not be paid.

#### ***Advances***

An advance may be obtained from NBTA equal to anticipated expenses.

#### ***General***

- a) The Staff Officer Finance will process all claims, in consultation with the Executive Director, if necessary.
- b) In the event of a dispute, the expense claim shall be referred to the Finance Committee, the Executive Committee or the Board of Directors, whichever meets first.

### **253 — Financial Oversight**

The NBTA Annual Budget shall be presented to the membership through publication in NBTA News and by any other means deemed acceptable by the Board of Directors.

The Board of Directors shall monitor the financial position of the Association by means of examination of financial statements at each meeting.

The Board of Directors shall be presented with an annual audited statement to review the preceding year's financial statements.

### **255 — Damage to Cars or Personal Property**

NBTA will assume no liability for damage to cars or personal property incurred by members while travelling on NBTA business.

### **256 — Federation Meeting Expenses**

1. The Association shall assume travel costs and on-site expenses for NBTA members on the Federation Finance Committee if such meetings are held immediately before or after meetings of the NBTA Finance

Committee.

2. The Association shall assume travel costs and on-site expenses for NBTA members serving on the Federation Executive or Federation Board of Directors, if such meetings are held immediately before or after regularly scheduled meetings of the NBTA Executive or NBTA Board of Directors.

## **26x - President**

### **261 — NBTA President - Terms and Conditions of Employment**

The NBTA President shall be employed by the New Brunswick Teachers' Association under the "Terms and Conditions of Employment for the NBTA President".

The most recent update of "The Terms and Conditions of Employment for the NBTA President", after its adoption by the NBTA Board of Directors, shall form part of this policy.

"The Terms and Conditions of Employment for the NBTA President" shall be discussed by the outgoing and incoming Presidents with any changes being negotiated with the Executive Director and presented to the Executive Committee with or without a unanimous recommendation.

The Executive Committee will consider any recommendations for changes to "The Terms and Conditions of Employment for the NBTA President", and make a recommendation to the NBTA Board for final approval.

## **27x - Purchase and/or Replacement of Equipment**

### **272 — Purchase and/or Replacement of Equipment Fund**

1. Purpose:
  - a) The Fund is designed to accumulate sufficient monies to replace Capital Equipment purchased by NBTA.
  - b) The Fund will provide monies for the purchase of new Capital Equipment deemed necessary to assist in the efficient operation of the Association.
  - c) The Fund will permit the spreading of the cost of equipment over several fiscal periods.
2. Monies to be expended from this Fund in excess of \$10,000 (effective April 2020) are subject to prior approval of the NBTA Executive Committee or Board of

Directors.

3. Expenditures exceeding \$10,000 (effective April 2020) will be subject to up to three (3) tenders or submissions to be provided to the Executive Committee or Board of Directors for approval.
4. All equipment purchased from this Fund will be subject to amortization.
5. An annual contribution shall come from the Operating Budget according to the anticipated equipment needs of the Association.

**273 — Disposal of Equipment and Furniture**

1. Any equipment/furniture belonging to the NBTA and no longer of any use to the Association shall be sold if it has resale value, or disposed of if it has no significant value. Such items could include:
  - (i) electronic equipment (computers, cell phones, iPads, etc.), and
  - (ii) furniture (desks, chairs, filing cabinets, etc.)
2. The NBTA Executive Director may dispose of, at his/her discretion, any item that he/she estimates to be worth less than a fair market value of \$1,500. The following guidelines will be used to dispose of such items:
  - (i) first offered for sale at fair market value to the staff who have used the equipment;
  - (ii) then offered for sale at fair market value to other Administrative/Support staff;
  - (iii) offered for sale at fair market value to the general membership, and/or schools;
  - (iv) donated to schools and/or appropriate non-profit organizations/users; and
  - (v) dispose of in an environmentally acceptable and secure manner.
3. The sale of any items worth \$5,000 or more shall be completed through a bidding process that will be posted on the NBTA website and communicated to Branch Presidents, for circulation to the membership. In assessing bids, the NBTA Executive Director shall give priority to members even though they may have submitted bids lower than someone who is a non-member. In this case, the highest bid may not necessarily be accepted.

**Note: All persons working for the Association may also submit bids. Such bids will receive the same priority as bids from members.**

**29x - Travel Accident Insurance**

**291 — Travel Accident Insurance**

NBTA shall insure all eligible persons included in the following classes for a principal sum of \$250,000 with an aggregate limit of \$1,500,000 (\$1.5M) under a travel accident policy. The insurer shall be determined by the Executive Director.

CLASS I: President and Administrative Staff - 24 hours per day

CLASS II: NBTA Directors, excluding those insured under Class I - 24 hours a day

NBTA Presidential and Vice-Presidential candidates during the period of campaigning (February, March and April), excluding those covered under Class II.

CLASS III: Committee members of NBTA, excluding those insured under Classes I and II while on business of the Holder;

Members of NBTA serving on external committees, excluding those under Classes I and II, while on business of the Holder

CLASS IV: NBTA AGM delegates, excluding those under Classes I, II and III, while on business of the holder

CLASS V: Alternate Directors when replacing Directors.

# 3xx - Communications

## 31x - General

### 311 — Channels of Communication

- a) The Association is the official voice of teachers in all matters other than those of purely local concern.
- b) The Association is the official representative of its members insofar as the Provincial Government, offices of the Provincial Government, or any outside agencies are concerned.

### 313 — Social Media Policy for Employees, Presidents, and Elected Members

#### *Social Media Platforms*

1. The NBTA currently has an official presence on Facebook, Twitter and YouTube.
2. The NBTA Public Relations Committee shall consider and make recommendations on any other official NBTA accounts on these or other social media platforms.
3. The NBTA Executive Director shall authorize NBTA event-specific accounts on all social media platforms.

#### *Official Accounts*

4. All official NBTA accounts, including that of the President, if opened, must be authorized by the Executive Director and are under the purview of the NBTA.
5. Normally, official accounts for the NBTF Co-President will be provided to the user by the respective professional association and will be created with a specific aefnb.ca or nbta.ca email address. Should Co-Presidents require a NBTF account, this will be authorized by NBTF and be created with nbtffnb.ca.
6. When available, all official account names will follow the naming convention: @NBTA.
7. Official accounts will include a disclaimer approved by the Executive Director. For Twitter, that disclaimer will be: "Links, RTs are not endorsements". Users will be expected to follow the Terms of Service of the specific platform.
8. When leaving employment at NBTA (end of mandate, retirement, termination, etc.), social media accounts using NBTA must be deleted.

#### *Personal Accounts - Staff*

9. For staff, it is recommended personal accounts be unaffiliated with NBTA, (i.e. not listing it as an employer). This gives employees flexibility in their personal accounts, but still affords them the opportunity to support the Association's social media goals by sharing, reposting, and re-tweeting NBTA content.
10. Employees who choose to list "The New Brunswick Teachers' Association (NBTA)" as an employer must be aware that any comment posted could affect

their working relationship. Further, employees who choose to list NBTA as the employer must include a disclaimer approved by the NBTA Executive Director. That disclaimer can be one of the following:

- "The opinions I express are my own",
- "All tweets are my own", or
- "Opinions are mine and not those of my employer".

11. Personal accounts not listing the Association as an employer are still strongly advised to use a disclaimer.
12. Personal accounts must not use the letters NBTA in the username.

### 315 — NBTA Logo

The NBTA logo is a registered trademark of the New Brunswick Teachers' Association and is registered under Section 9 of Trade Marks Act. Registration is dated January 22, 1986.

The NBTA logo symbolizes the New Brunswick Teachers' Association and its objectives. Its use is restricted to those purposes deemed appropriate by the New Brunswick Teachers' Association, as determined in this policy.

Any individual, group agency, or business wishing to reproduce the NBTA logo in any form, including electronic reproduction and/or distribution and/or display, whether for commercial reasons or otherwise, must first obtain written permission from the provincial office of the NBTA. Such permission will normally be sought through the NBTA Staff Officer (Communications).

*Provincial NBTA* — The NBTA logo may be used in printed, electronic, or other forms as deemed appropriate in relation to all manners of communication and distribution which is initiated by the provincial NBTA, its AGM, Board, Executive Committee, or staff persons as a normal part of their duty. This may also include the production of promotional materials subject to the authorization of the appropriate Staff Officer.

*NBTA Councils and Branches* — NBTA Councils and Branches may use the logo in combination with their name, branch numbers, or their own logo on official documents, and other items of business. Should a Council or Branch wish to use the logo on promotional or complimentary items such as gifts, the Council or Branch shall contact the provincial office of NBTA to indicate its interest in producing such items.

*NBTA-Sponsored Activities* — The organizers of any NBTA-sponsored activities who wish to incorporate the NBTA logo into printed materials or promotional items should first contact the provincial NBTA. Use of the logo in these circumstances would normally include reference to the particular activity.

*Restricted Application of NBTA Logo* — NBTA produces gold and silver pins for particular recognition within the organization and, therefore, production of gold or silver pins for purposes other than those established by the Board of Directors is prohibited.

## 32x - Publications

### 321 — Publication Policy

The Association shall continue efforts to keep the membership informed through publications, such as *NBTA News*, Council publications, the Members' Handbook and such other publications as deemed necessary.

The following procedures apply to the production of all NBTA publications, except Council publications:

1. The preparation of the content of NBTA publications is the responsibility of the Staff Officer - Communications;
2. If necessary, the Staff Officer - Communications can seek direction from the President and/or Executive Director. If both the President and Executive Director are absent, direction may be sought from the Deputy Executive Director.
3. If there is an unresolved difference of opinion on whether or not to publish an item, the item shall be withheld and referred to the next meeting of the Executive Committee and/or Board of Directors for decision.
4. In items dealing with the Collective Agreement, particularly in matters of interpretation, the Executive Director of NBTF shall be consulted.

### 322 — Mailing Lists of Members

Mailing lists of teachers will not be made available to any outside agency.

### 323 — Publications - Format and Frequency

*NBTA News* will be printed five (5) times per year. In addition, an NBTA Election supplement and an AGM supplement will also be produced.

### 329-3 — Publications - Retired Teachers

A subscription fee of \$10.00 is required from retired teachers who wish to receive *NBTA News* (after the completion of their first year of complimentary copies).

## 34x - Advertising

### 341 — Paid Advertising - *NBTA News*

*NBTA News* will carry paid advertising in its publications subject to the following guidelines:

1. Advertisements must be professionally appropriate and directed to teachers provincially.
2. The amount of advertisements in any one issue should not exceed 25% of the available space.
3. Placement of advertisements is at the discretion of layout requirements.
4. Each advertisement will be clearly marked "Paid Advertisement".
5. Each issue of *NBTA News* must contain a disclaimer stating that: "The opinions expressed herein are those of the authors and not necessarily of the NBTA".
6. Each advertisement must have reader contact information.
7. Advertising rates for the *NBTA News* will be regularly reviewed by the Public Relations and Communications Committee recommended changes approved by the Board of Directors.
8. The NBTA reserves the right to refuse to carry an advertisement based on design, content, or space available. Final decision for refusal rests with the NBTA Executive Director.
9. Rates for the NBTA Credit Union will be negotiated separately.

## 36x - Public Relations

### 362 — Requests for Supplies

1. Supplies may be available upon request to NBTA members or groups of members on a cost recovery basis.
2. NBTA Branches, Councils, Schools and individual members requesting supplies will be invoiced for the materials at cost and will have the normal 30-day payment period from the date of invoice.
3. Special requests beyond the scope of this policy may be dealt with by the Executive Director.



## 4xx — Economic Welfare

### 46x - Pension

#### **461 — Pension: Annual Contributors' Statement**

NBTA believes that Vestcor Pension Administration should provide teachers with an annual statement of their accumulated pension contributions, interest and pensionable service.

## 5xx — External Relations

### 50x - General

#### 501 — Representation on Committees (External)

Whenever practicable, the President, Vice-President, their designates or members of the Board of Directors, or assigned NBTA Staff; should represent the Association on all committees outside the Association on which the Association is granted representation.

### 51x - Provincial Governments

#### 511 — Government Legislation

The Association shall continue to monitor and attempt to influence legislation affecting education and teachers.

### 53x - Canadian Teachers' Federation

#### 531 — NBTA Members on CTF Board

The NBTA members on the CTF Board of Directors shall be the President and Executive Director of the NBTA. The Vice-President or designate shall be the Alternate for the President, and the Deputy Executive Director shall be the Alternate for the Executive Director.

#### 532 — CTF-FCE AGM Delegates

1. The normal NBTA delegation for the CTF-FCE AGM shall be five (5). This delegation shall include the NBTA President, the NBTA Executive Director, the NBTA Vice-President and the NBTA Past President.
2. Should the immediate President-elect not be a table officer on the NBTA Board of Directors, the President-Elect shall be added to the delegation.
3. If any member of the normal NBTA delegation is serving as a CTF Officer, then the Post AGM Board of Directors may select a replacement.
4. When the CTF AGM is held in a location that would allow a larger delegation to attend without undue cost to the general membership, may the NBTA Executive recommend to the Post AGM Board of Directors an increase in the size of the delegation.

#### 533 — Project Overseas

1. NBTA will support Project Overseas by sponsoring a number of NBTA statutory Members each year as determined by the NBTA AGM in the Association Budget.
2. Applications will be sought from NBTA statutory

members through advertisements in NBTA NEWS and electronic media. An application deadline in November will be determined.

3. The NBTA Executive will peruse all applications at the November meeting. Selected applications will be forwarded to the Canadian Teachers' Federation (CTF), who will make the final selection(s). It is understood that CTF will make the final decision based on program needs.
4. NBTA members who participate in Project Overseas will be invited to provide a written article based on their experience for publication in NBTA NEWS and other media.

### 55x - Universities

#### 552 — Representation - UNB Board of Governors

The NBTA representative on the UNB Board of Governors will be the President or the President's designate. If the President is not able to serve, then the President should consider a designate who has had some provincial experience within NBTA.

### 56x - New Brunswick Society of Retired Teachers

#### 561 — NBSRT Affiliation with NBTA

1. The NBTA will assist the NBSRT by providing secretarial, printing and administrative services, together with meeting space, within the limits imposed by its own needs and demands.
2. A staff officer of the NBTA will serve as liaison officer between the two organizations and will assist the NBSRT in administrative matters.
3. The NBTA will provide monetary assistance to the NBSRT to a maximum of one thousand five hundred dollars (\$1,500) (effective 2006-2007 budget) a year in order to assist the NBSRT in carrying on its operation.
4. NBTA will work with NBSRT within the framework of Association policy and, except in matters which are the sole concern of NBSRT members, will operate through the normal channels of the Association.
5. NBTA will require NBSRT to provide an accounting of all funds provided by the NBTA.

6. Both organizations will work together in the interests of education, the teaching profession, the welfare of retired teachers and such additional matters as shall from time to time arise.
7. NBTA will assist the New Brunswick Society of Retired Teachers by assuming the costs of postage and supplies for up to 3 issues (usually 40 pages per issue) of Reflections per year on a continuous basis --- not to exceed the line established in the budget.

## **57x - Recognition of Service**

### **571 — NBTA Special Recognition Award**

1. The NBTA Board of Directors may confer an NBTA Special Recognition Award in any year.
2. The NBTA Special Recognition Award symbolizes the appreciation of the Association for specific service given by an individual, who is not a statutory member of NBTA, to education provincially, to the objectives of the Association, and to the work of teachers. It is only awarded in those circumstances where an individual has made a significant impact in some particular way on the lives of teachers.
3. The NBTA Special Recognition Award shall be conferred at the Annual General Meeting or other occasion deemed appropriate by the Board.

# 6xx — Professional Learning

## 60x - General

### 600 — Professional Learning — Statement(s) of Beliefs

Professional Learning is the continual renewal of personal knowledge and expertise that leads to improved professional competence in support of student learning.

#### *Statements of Beliefs*

*The continual renewal of knowledge and expertise, through a variety of experiences, is central to the concept of professionalism.*

- Personal and professional learning require a lifelong commitment.
- Meaningful professional growth requires both substantial time and resources.

*Professional learning benefits teachers and supports student learning.*

- Teachers are central to student learning; all members of the school community are partners in the learning process.

*Effective professional learning requires a balanced approach in which choices are available and encouraged in relation to identified individual and organizational needs.*

- Professional learning can take many forms, all of which should strengthen teaching and learning, and be relevant to the realities of the teacher's world.
- Input into one's own professional learning is crucial.

*Professional learning initiatives have the greatest impact when supported by strong leadership and collaboration.*

- The school, as a professional learning community, plays a key role in maximizing and sustaining benefits of professional learning.

*Change in society and schools is inevitable and should be viewed as an opportunity for growth.*

- Healthy organizations purposefully provide for self-renewal.

### 601 — Member Responsibility

It is the responsibility of every member of the NBTA to become involved and participate actively in available professional growth.

If professional learning is not meeting the specific needs of teachers, it is each member's professional responsibility to provide input and suggestions through appropriate channels.

Teachers should be prepared to share knowledge and expertise with colleagues, to discuss professional issues with colleagues and to contribute to the on-going improvement of professional practice.

### 602 — Professional Growth Model

The New Brunswick Teachers' Association supports a teacher professional growth model that incorporates the following:

- a) replaces all forms of formative evaluation;
- b) is characterized by a collegial approach to developing goals;
- c) is not used as a basis for summative evaluation;
- d) provides support and assistance where requested to teachers in developing their professional goals and personal portfolios;
- e) gives opportunity for a reflection period and feedback as a way to evaluate the model.

### 604 — Curriculum In-Service

NBTA believes that curriculum-based in-service is an integral part of the curriculum development process. Efforts should continue to be made to ensure that the Department of Education and Early Childhood Development accepts the major responsibility for such inservice.

### 606— Student Teacher Attendance at Meetings/Workshops/Council Days

During school placements, student teachers should be encouraged to attend all professional meetings/workshops/Council Day activities organized by NBTA.

## 61x - Association Councils

### 611 — NBTA Councils (Regulations)

1. Membership in Councils will be automatic.
2. Council membership dues shall be established by the AGM and shall be the same for all Councils. These dues shall be deducted at source with membership dues and shall be rebated entirely to the Councils.

### 612 — Guidelines for Council Days

1. The school calendar currently identifies three (3) Council Days for activities planned by teachers, for teachers. It is of utmost importance both to our profession and to maintain these days, that these days be used for their intended purpose – professional growth.

#### (a) Fall Council Days

- 1) Fall Council days that are Branch-Based, are compulsory for all staff. No alternate proposals are to be accepted for those days.
- 2) Fall Council days that are School-Based are also mandatory

#### (b) Spring Council Days

For Spring Council days, all teachers are required to participate in professional learning and are urged to attend their Council conference.

Free registration will be provided to student teachers who attend Council workshops.

## 2. Alternate Proposals

In the event that a teacher is unable to attend the Spring Council Conference, an alternative proposal for an independent professional learning activity should be submitted to the School-Based Professional Learning Committee four (4) weeks prior to the Council Day. (Guidelines for School-Based PL Committees are outlined in NBTA Members' Handbook and/or on NBTA Website at [www.nbta.ca](http://www.nbta.ca).)

The proposal should clearly identify the nature, location and duration of the activity and the intended impact on the teacher's professional growth. A Provincial Council Day Plan Form must be completed.

## 3. Role of School-Based Professional Learning Committee

The School-Based PL Committee has the responsibility of accepting or rejecting alternate proposals based on these guidelines. Proposals which fall outside the guidelines may be forwarded to the Branch Professional Learning Chair who will confer with the Committee of PL Chairs from the district and/or the NBTA Director of Professional Learning.

The following activities are not considered appropriate professional learning and are therefore not acceptable as alternate proposals:

- a. course preparation
- b. marking
- c. classroom work
- d. student sessions
- e. co-curricular and extracurricular activities
- f. any work which is a required part of the teaching assignment

**\*No event/session should be organized by District/Department staff or school-based administration.**

## 62x - School-Based Professional Learning

### 621 — Guidelines for School-Based Professional Learning

#### *Purpose*

1. Determine the direction and make long-term plans for professional learning (PL) at the school level based on the particular needs of the staff and school, within the district policies.
2. Keep staff informed about PL activities throughout the district and the province.

3. Organize PL activities at the school level.
4. Apply for funds from the Branch PL Committee and other sources to carry out these activities.

#### *Operational Guidelines*

1. Every school should have a School-Based Professional Learning Committee.
2. This Committee should consist of at least three members, two of whom are the school P. L. Representative and a member of the administration team.
3. It is recommended that the chairperson not be an administrator.
4. The School-Based Committee is responsible for screening alternate proposals of teachers unable to attend workshops on provincial Council days.

#### *Accountability*

Teachers must recognize the need for accountability on School-Based Council Days and must follow procedures outlined by the Branch PL Committee, and Policy 612 — Guidelines for Council Days

## 63x - Professional Orientation and Induction of New Teachers (POINT) Program

### 630 — Professional Orientation and Induction of New Teachers (POINT)

1. The NBTA acknowledges the necessity to provide support for teachers entering the profession, and to encourage their participation in professional growth.
2. Any NBTA member with less than five (5) years cumulative experience (contract or supply) will be eligible to participate. (Effective 2021-2022 year).
3. The following POINT participant benefits will be planned and funded each year:
  - A branch grant in the amount of \$800 per Director to support Year 1 and Year 5 participants;
  - A one-day early career teacher conference to support Year 2 participants;
  - One day of release time for personal professional learning to support Year 3 participants;
  - One day of release time for an NBTA or District early career teacher workshop to support Year 4 participants.
4. The NBTA POINT Representatives Committee will be a standing committee of the Board.

## 64x - Leadership Workshops

### 641 — Provincial Leadership Workshop

A provincial leadership workshop for Branch leaders will be held every second year. The program will provide

opportunities for professional learning and for branch leaders to discuss issues that pertain to regional and provincial concerns of teachers.

**642 — NBTA Councils’ Leadership Workshop**

NBTA shall hold annually a Leadership Workshop for NBTA Council Leaders.

**643 — PL Chairs’ Workshop**

NBTA shall support an annual workshop for PL Chairs in conjunction with the Department of Education and Early Childhood Development and School Districts.

**65x - Teacher Exchanges**

**651 — Exchange Teachers**

1. The Exchange Teacher Program falls under the auspices of the Department of Education and Early Childhood Development.
2. NBTA support for the program may include:
  - a) providing space in *NBTA News* for advertising exchanges
  - b) announcing in *NBTA News* the arrival of exchange teachers and N.B. teachers who are on exchange
  - c) providing information on the NBTA website on Teacher Exchange
  - d) encouraging Presidents of Branches where Exchange Teachers are located to do what they can do to welcome the Exchange Teachers
  - e) inviting Exchange Teachers to attend the NBTA Compass Conference
  - f) providing up to one day of release time during the exchange or in the first year immediately following the return of a New Brunswick teacher from exchange, for school visits or acting as a resource to school districts
  - g) inviting Exchange Teachers to join one NBTA Council at NBTA expense and to attend Council Workshops
  - h) inviting Exchange Teachers to attend the NBTA AGM and Retiring Teachers’ Luncheon at NBTA expense
  - i) providing public relations items to New Brunswick teachers for use while on exchange
  - j) providing Exchange Partners with business cards
  - k) supporting the New Brunswick Exchange Teacher Organization by assisting with mailings and meeting costs.

3. Where an Exchange Teacher from outside Canada is suffering undue hardship, NBTA may consider cooperating with the Department of Education and Early Childhood Development to provide financial assistance.
4. Visiting Exchange Teachers will not be eligible for grants from the Educational Improvement Grant Fund.
5. Participants in the program assume all responsibility for details of the exchange.

**66x - Conferences and Conventions**

**661— Conferences and Conventions (Reports)**

NBTA representatives at conferences and conventions shall provide a written report on each conference to the NBTA Executive. Copies of these reports will be made available on request to NBTA members.

**662 — Conferences and Seminars (Attendance)**

When NBTA is invited to be represented at a conference or seminar, and the event is determined to be of value to the Association, attendances shall be allotted on the following basis:

1 person: President (or designate)

2 persons: President (or designate) and/or appropriate staff members (or designates)

When an NBTA administrative staff member identifies a conference or seminar that would provide professional learning designed to enhance the individual’s ability to serve the membership, the staff person will advise the Executive Director. Requests to attend such conferences/seminars will be subject to approval by the Executive Committee.

# 7xx — Members' Services

## 70x - General

### 701 — Confidentiality

NBTA member records are for internal use only - that is, to serve organizational objectives, meet statutory requirements, and to respond to individual member requests.

Mailing lists of members will not be made available to commercial enterprises. Confidential information on members (social insurance number, date of birth, teaching experience, telephone numbers, addresses, pension records and any other sensitive data) will be shared internally on a "need to know" basis. This information will be provided to an external agency only at the written request of the member.

## 71x - Legal Services

### 712 — Legal Assistance to Teachers - Criminal Matters Investigations

The Executive Director is authorized to seek legal advice on behalf of a teacher related to an investigation in connection with his/her employment which, in the opinion of the Executive Director, could result in a criminal charge being laid. The Executive Director is further authorized to arrange a meeting with a lawyer regarding such investigation.

#### *Criminal Charges*

Any teacher who is charged under the Criminal Code of Canada, providing that the charge is in connection with his/her professional activities shall be entitled to initial legal assistance provided by the Association, subject only to the approval of the Executive Director.

Where a teacher requires on-going legal assistance and/or is charged with an offence related to drug use/trafficking with students or an offence related to the sexual abuse of children, legal assistance may be provided, at the discretion of the Executive Committee. In considering such assistance, the Executive must be mindful of the organization's duty of fair representation. Should the teacher be found guilty of such an offence, representation will cease and the Association may take steps to recover any legal expenses incurred by NBTA.

In addition, the teacher may face potential charges under the Code of Professional Conduct and Standards.

#### *Selection of a Lawyer*

Should initial legal consultation be authorized by the Executive Director or full legal assistance be authorized by the Executive Committee, the selection of a lawyer is delegated to the Executive Director. The Executive Director will endeavour to reach agreement with the

teacher but no teacher will have an absolute right to select his/her own lawyer. The teacher has the right to appeal the decision of the Executive Director to the Executive Committee.

#### *Appeals to a Higher Court*

The decision of the Executive Committee to provide legal assistance to a teacher does not automatically approve legal assistance for the purpose of appealing a conviction. The teacher may apply to the Executive Committee for legal assistance to pursue such an appeal.

### 713— Legal Assistance to Teachers - Civil Action Negligence Suits Against Teachers

If a teacher has been informed that civil action related to the teacher's scope of employment, has commenced against him/her, the Principal, Superintendent and the NBTA Executive Director should be informed immediately. If the liability protection policy of the provincial government comes into play, the teacher may apply to the Executive Committee for legal assistance. Since the Department of Justice, in most instances, will provide legal counsel, the bulk of the legal expenses will be borne by the Government. The Executive Committee may authorize separate legal assistance for the teacher only if additional parties are co-respondents in the suit and the teacher is concerned that his/her interests may not be paramount in the case.

### 714 — Legal Assistance to Teachers - Harassment

Where there is a concerted effort in a community to discredit the professional reputation of a teacher, or where there is evidence of malicious intent, the teacher so affected may apply for legal assistance designed to compel the offending party or parties to desist. Initial contact with a lawyer may be authorized by the Executive Director. On-going legal assistance may be authorized at the discretion of the Executive Committee.

### 715 — Legal Assistance to Teachers - Human Rights Commission

When a teacher learns that he/she is the subject of an investigation by the Human Rights Commission in relation to allegations of discrimination, or other such matters related to the teacher's scope of employment, the teacher may apply for legal assistance. Initial contact with a lawyer may be authorized by the Executive Director. On-going legal assistance may be authorized, at the discretion of the Executive Committee.

## 72x - Recognition of Members

### 721 — Recognition of Professional Service

1. Service to the Association and/or Federation through participation on a Provincial Committee shall be recognized.
2. Each teacher who serves on an NBTA Committee will receive a letter of appreciation from the NBTA President.

### 722 — Provincial Tournament Events

NBTA supports, in principle, provincial tournament events that promote good internal PR and collegiality of the NBTA members; and in order for an event to be classed as a provincial tournament, participants from a minimum of two regions shall be represented in the event.

NBTA will provide funding of up to \$1000 for each provincial tournament as outlined in the NBTA Budget. (*Effective Budget Year 2004-2005*)

### 723 — Centennial Award

The NBTA Awards Committee will receive nominations from Branches or individual NBTA members on approved forms in envelopes plainly marked "Centennial Award"; such forms to be forwarded to the Executive Director by April 1 of each year. These envelopes will be delivered unopened to the meeting of the Committee members. Nominations received in any other manner will not be considered by the Committee.

Any teacher having made a significant contribution to education in New Brunswick is eligible for nomination, including any teacher who has died during the twelve-month period immediately prior to the presentation of the Award.

The Centennial Award will be presented at the Retiring Teachers' Banquet.

That the Centennial Award recipient receive a \$1,500 cash award plus a gift of silver, and a gold pin.

The NBTA Centennial Award recipient name will be automatically forwarded to the Order of New Brunswick and the Order of Canada.

### 725 — Recognition of Retiring Teachers

1. A Luncheon to honour retiring NBTA members will be held in Fredericton each year in conjunction with the NBTA Annual General Meeting.
2. All Statutory and Associate Members retiring on pension, whether immediate or deferred, will be invited to the Retiring Teachers' Luncheon. Extenuating circumstances will also be considered.
3. All Statutory members and Associate members, who have been Statutory members, will be given an appropriate gift from the NBTA recognizing their contribution to the province.

4. A one-year honorary membership will be provided to all persons retiring on immediate or deferred pensions.
5. NBTA will provide those retiring on immediate or deferred pensions the option of receiving a suitable gift or having a donation made in their honour to the Children's Wish Foundation.
6. The gifts and donation certificates will be sent to the appropriate branches for presentation to the retiring teachers.
7. NBTA will provide each retiring teacher with an individual photograph of the presentation of the certificate of Honorary Membership.

### 726 — Distinguished Service Certificates - Branches

Branches are encouraged to recognize those teachers who have given service at the branch level in the following categories:

- One-Year Service
- Three Consecutive Years' Service
- Long-Term Service.

The recognition will be given in the form of an appropriate Branch Distinguished Service Certificate signed by the Provincial President which can be ordered from the Communications Branch of the NBTA.

### 727 — Branches - Excellence in Teaching Award

1. Branches are encouraged to establish a Branch Award of Excellence.
2. Branches which choose to participate should inform NBTA of their intention.
3. NBTA will provide a nomination form similar to the NBTA Centennial and Aliant Award forms to participating branches.
4. NBTA shall select and provide, at cost to branches, a gift which may be presented to award recipients.

## 73x - New Teachers

### 731 — Welcome Kit for New Teachers - Electronic

New teacher handbooks will be updated annually and made available to new teachers through the NBTA web site.

### 732 — Branch Welcome to New Teachers

Branches will be encouraged to welcome their new teachers at a special function early in the school year.



## 75x - Funerals

### 751 — Attendance at Funerals

In the event of the death of a member, the Branch Director(s) should notify the Executive Director as soon as possible. If at all possible, the President and/or a member of the Administrative Staff should attend the funeral. If this is not possible, then the Branch Director(s) should represent the Association.

### 752 — Death of an NBTA Member

On the occasion of the death of a member of the Association, the Association will:

- a) send the family flowers and/or a donation to a charity to a maximum of \$150;
- b) forward to the family a condolence card signed by the President;
- c) send the affected school(s) a remembrance (fruit or veg tray, etc.) value to a maximum of \$75, on behalf of NBTA;
- d) notify the NBTF of the death of a member; and
- e) notify the staff members who are responsible for services (NBTF Group Insurance, pension, etc.)

# 8xx — Staff

## 81x - Placement

### 811 — Hiring of Administrative Staff Personnel

#### 1. *The Position*

When an Administrative Staff position becomes vacant or as soon as it is known that a position will be vacant, or when an additional position becomes available, the NBTA President will appoint a Personnel Committee to commence the initial stages for filling the position.

This Committee will consist of:

- four (4) Members of the NBTA Board of Directors who are not on the Executive Committee; and,
- the Executive Director of the NBTA.

#### 2. *The Personnel Committee*

The Personnel Committee shall advertise any open position in the NBTA NEWS and in any other manner to ensure the widest possible dissemination that is deemed appropriate by the Committee. The advertisement will include the job description and will request from applicants a complete resumé of professional training, experience, qualifications and the names of three (3) references.

#### 3. *The Board of Directors*

The Board of Directors should inform the members of their Branches regarding vacant positions.

#### 4. *The Executive Director*

The Executive Director will contact the three (3) references named by each applicant and request that a written reference (confidential) be forwarded to the Personnel Committee as soon as possible.

#### 5. *The Personnel Committee*

The Personnel Committee shall screen all applications and references. Through a consensus approach, the Committee shall recommend to the Executive a short list of not fewer than five (5) applicants, if possible. Applications, references of short-listed applicants, along with a list of all applicants and resumes shall be forwarded to the Executive Committee.

#### 6. *The NBTA Executive*

The Interviewing Committee will be the NBTA Executive Committee, the Executive Director and any staff person whom the Executive deems appropriate. Only the voting members of the Executive Committee will evaluate the candidates.

The NBTA Executive Committee may, by at least a two-thirds (2/3) majority, add an applicant(s) to the short list if they determine there is an omission.

The Executive Director, in consultation with the Executive, will prepare a list of questions that will be presented to all candidates at their interviews. Evaluation worksheets similar to the evaluation sheet attached will be utilized and kept for future reference.

The Executive Committee shall recommend the selection of one of the candidates to the Board of Directors, unless there is not a suitable candidate, upon which the Executive Committee may re-interview and/or re-advertise, at its discretion.

#### 7. *The NBTA Board of Directors*

The Board of Directors may accept or reject the recommendation of the Executive. If the Board of Directors rejects the Executive Committee recommendation, the matter shall be returned to the Executive Committee for reconsideration without further consideration of the rejected candidate. The Executive may choose to re-interview and/or re-advertise at its discretion.

The NBTA Board of Directors may see the list of interviewed applicants upon request.

#### 8. *Voting*

The successful candidate shall be chosen by majority vote at all steps of the process. Voting will be by secret ballot.

#### 9. *Replacement/Temporary Admin Staff Positions*

It is understood that replacement, short-term or temporary administrative staff may be engaged on short-term secondment contracts on an “as-needed basis”. When deemed necessary, the Executive Director will present a rationale and budget implications to the Executive Committee for approval. Such appointments may also be utilized to relieve administrative staff of the responsibility for “special projects” or major events (i.e. Structure & Services Review; Combined Council).

The process for such hiring will be:

- an advertisement, and the appointment of the screening and interview committees will be approved by the NBTA Executive Committee;
- the advertisement will include a job description, a request from applicants for a complete resumé of professional training, experience, qualifications, and the names of three (3) references;
- if timelines are conducive, applicants will be screened by the NBTA Personnel Committee;
- selected candidates will be interviewed by the NBTA Executive Director or designate, the President or designate, and one other as deemed appropriate; and

- the recommended candidate will be subject to the approval of the Board of Directors through a virtual meeting, if necessary.

**General Principles**

- The primary objective shall be the appointment of the best candidate.
- Primary consideration will be given to **certified** teachers when filling NBTA Administrative Staff positions, with preference given to suitable applicants who are NBTA members.
- The selection process for NBTA Administrative Staff position should provide as long a lead time as possible.
- A suitable period of overlap shall be determined for each new staff appointment.
- The position of Executive Director will be a permanent full-time position and will be advertised as such.
- Notwithstanding #9 above, administrative staff positions will be permanent full-time positions.

**812 — Appointment of Deputy Executive Director**

- Once there is a vacancy in the position of Deputy Executive Director, all NBTA administrative staff will be invited to have a conversation with the Executive Committee about two (2) questions:
  - What do you see as essential qualities in a Deputy Executive Director of NBTA?
  - Are you interested in this position? If so, please explain why you would be a good choice for this position?
- Once this conversation has occurred, the Executive Committee will decide by consensus on the successful candidate and will recommend the successful candidate to the NBTA Board of Directors.
- The NBTA Board of Directors can accept or reject the NBTA Executive Committee's recommendation. If the Board of Directors rejects the Executive Committee recommendation, the matter shall be returned to the Executive Committee for reconsideration without further consideration of the rejected candidate. The Executive may choose to re-interview and/or re-advertise at its discretion.
- It is understood that the duties associated with the Deputy Executive Director's position will be in addition to the regular staff officer duties of the successful candidate.

- The appointment of the Deputy Executive Director will take effect on the date determined by the NBTA Executive Committee.

**813 — Secondment**

The NBTA supports the principle of secondment of a teacher to NBTA professional staff when extra staff is needed for a short-term project(s).

**815 — Gifts re Completion of Presidential Term & Retirement of NBTA Staff**

The New Brunswick Teachers' Association will provide a suitable gift on the occasion of a President completing their term and to retiring members of the NBTA Staff consistent with approved guidelines.

**82x - Duties, Evaluation**

**821 — Administrative Staff Duties**

The allocation of administrative staff duties is the responsibility of the Executive Director in consultation with the staff and Executive Committee.

**826 — Performance Review - NBTA Staff Officers**

- The Executive Director shall prepare a report on the performance of each member of the Administrative Staff and present such reports to the Executive Committee during the alternate year to the Executive/Staff Orientation.

Such reports will contain the following:

- A summary evaluation of the work of the staff member.
- Specific comment on the areas of responsibility of the staff member with reference to changes, problems and/or special achievement in each of the areas.

In addition to the reports prepared by the Executive Director, each Administrative Staff member may submit a written report regarding programs, tasks, priorities, etc. to the Executive Committee.

- NBTA Staff Officers shall receive regular feedback from the Executive Director.
- This process is intended to be primarily formative in nature.

## 83x - Administrative Staff Collective Agreement

### 831 — Terms and Conditions of Employment for Administrative Staff

### 832 — Educational Leave - Administrative Staff (Fund)

Maintain a fund to permit the Board to grant Educational Leave to Administrative staff, according to established guidelines.

Contributions to the fund will be made through transfer from the General Operating Account, as identified in the NBTA budget.

The account will be considered to be “fully-funded” when sufficient monies are held to permit the granting of one educational leave.

### 832-1 — Administrative Staff - Educational Leave Regulations

1. Applications, including a detailed proposal for the leave, must be made to the Executive Committee no later than the January meeting preceding the fiscal year in which the leave is requested.
2. A recommendation from the Executive will be made to the **February** Board of Directors’ meeting prior to the fiscal year in which the leave is requested.
3. A decision will be taken by the Board of Directors at the **February** meeting to allow for adequate advertising for staff replacements. Staff replacements will be recommended by the Executive Committee to the Board of Directors prior to the fiscal year in which the leave is requested.

### 833 — Staff Retirement Allowance Fund

1. The NBTA shall maintain a Staff Retirement Allowance Fund.
2. The purpose of this fund shall be to: (a) provide for the payment of retirement allowance benefits in accordance with the staff collective agreements; (b) spread the cost of retirement allowance benefits over a number of fiscal periods.
3. An amount as approved annually through normal budgeting procedures is to be deposited to the Staff Retirement Allowance Fund.
4. The Staff Retirement Allowance Fund will be maintained within an investment strategy determined by the Executive.

### 834 — NBTA Staff Replacement Fund

1. A staff Replacement Fund shall be maintained for the purpose of providing:
  - a) transition between out-going and incoming staff;
  - b) for the hiring of individuals on a short-term, part-time or “as needed basis”; and
  - c) when necessary, to ensure NBTA staff are able to take their negotiated vacation time.
2. The Executive Director will authorize tasks under this policy. All such tasks will be reported to the NBTA Executive.
3. A budget line will be maintained in order to apply this policy. Budgeted funds will be transferred from the General Operating Account, as needed.

### 835 — Performance Review - Executive Director

1. The NBTA President, with input from the President-Elect and the NBTA Administrative Staff and NBTA Executive members, shall prepare a performance review report, similar to the one used for NBTA Administrative Staff.
  2. The President will present this report to the Executive Committee at its May meeting in the second year of the President’s term at NBTA.
  3. This report will contain the following:
    - a) a summary evaluation of the work of the Executive Director; and
    - b) specific comment on the areas of responsibility of the Executive Director with reference to changes, problems and/or achievement in each of the areas.
- In addition to the report prepared by the President, the Executive Director may submit a written report regarding programs, and/or special achievement in each of the areas.
4. As with all performance review processes at NBTA, this process is intended to be primarily formative in nature.

# 9xx — General Statements of Principle

## 91x - Health

### 911 — Smoking and Health

The NBTA shall support the recommendation of the Royal College of Physicians and Surgeons of Canada as follows:

- Smokers who wish to stop smoking should receive effective help.
- Non-smokers should be protected from second-hand smoke. Canadian children should be educated in smoke-free schools.
- Children should be taught not to smoke.

The NBTA considers it the responsibility of the employer to provide smoke-free work and eating space for teachers.

### 913 — Environmental Health & Emergency Procedures

NBTA believes that protocols should be in place to address environmental health and emergency procedures in schools to ensure that students, teachers and other school staff are protected from environmental health dangers.

This belief is based upon four (4) principles:

1. The protocols should be designed to ensure the accessibility of information to those involved through on-going, 2-way communication.
2. The Department of Education and Early Childhood Development should have the ultimate responsibility for ensuring schools are properly monitored and responses to concerns are properly addressed.
3. Various sources of expertise should be called upon to respond to particular issues or concerns. It should be the role of EECD to ensure coordination of all such external expertise.
4. All persons in the system share the responsibility to ensure proper reporting procedures are known and followed in dealing with complaints.

### Emergency Procedures

1. Each school should have an Emergency Procedures Plan to respond to emergency situations where persons are in imminent danger. Priority in these instances should be to protect all persons from potential harm, and contact professional intervenors such as police, fire, or medical personnel.

2. Each school should have an evacuation plan that will be activated, as necessary. The evacuation plan should include contingencies for alternate location of students until transportation can be arranged.
3. The principal, or designate, should ensure evacuation takes place and immediately contact emergency response authorities. The Director of Schools or designate should also be contacted.
4. When emergency procedures requiring evacuation are activated, parents should be informed about the circumstances of the emergency and a summary of action taken as soon as possible.
5. Following each emergency, an evaluation of procedures should be undertaken, and any suggestions for improvements implemented.

### Occupational Health and Safety

1. All schools should establish a Health & Safety Committee that meets monthly. The committee should address issues and concerns related to health & safety of employees along with ensuring that employees are educated on their rights and available processes.
2. Health and safety reports should be filed monthly with WorkSafe NB and the District Health & Safety contact.

### Public Health

1. In any case where there is a suspected risk of infection or biological contamination, or in cases where one or more individuals exposed to the environment exhibit medical symptoms, the appropriate Public Health Authorities should be contacted immediately for advice and possible intervention.

### 914 — Medical Condition — Exclusion

Where the physical condition or behaviour of any student suffering from a serious medical condition poses a health and/or safety risk, alternative instruction should be provided. This instruction should be provided by teachers who agree to provide these services.

### 915 — Mental Health in Schools

NBTA believes addressing mental health issues should be a priority within the NB public school system. NBTA commits to work with other groups and stakeholders, including the Provincial Government, to assist in achieving improvements on this issue.

## 92x - Human Rights

### 921 — Holocaust Denial

NBTA believes that Holocaust denial is a form of anti-Semitism and a specific human rights issue requiring attention in our schools.

### 923 — Rights of International Teachers

NBTA endorses the following policy statement of the Canadian Teachers' Federation (CTF):

"CTF recognizes that teacher organizations will reflect the social, cultural, economic and political milieu in which they exist; these differences notwithstanding, CTF is in favour of cooperative activities designed to define those needs and aspirations which are common to all teachers and teacher organizations, and to promote agreement on policies leading to their satisfaction.

CTF reaffirms that it is the right of teachers to practice their profession, and to do those things, which are necessary for the responsible discharge of their duties, without fear and without interference.

CTF reaffirms that it is the right of teachers to assemble, to speak freely and to act collectively for the purpose of improving the quality of educational services, their own competence and professional effectiveness, their conditions of employment, and their working environment, and further, to exercise the full rights of citizens in the processes of a democratic society."

### 924 — Principles of Fair and Equitable Hiring Practices

NBTA believes in the following principles with respect to fair hiring practices for teachers:

1. Hiring must be conducted on the basis of merit.
2. Transparency and consistency must be hallmarks of the selection process.
3. All positions should be advertised, in a medium (or media) readily accessible by all teachers.
4. To ensure fairness to all applicants, a job description should be developed and provided for each advertised position.
5. Screening criteria and/or a rubric should be developed and consistently used as part of the evaluation of candidates.

Consistent selection criteria and evaluation standards should be used in the evaluation of candidates for similar positions.

6. To assure consistency and fairness to the applicants, core questions should be developed and asked of each candidate.
7. All candidates selected for consideration should be made aware of the full job description, and evaluation criteria.
8. All individuals involved in the selection process must be made aware of Human Rights Legislation regarding discriminatory practices. Particular attention must be paid to obtaining knowledge of the questions that may legally be asked of applicants, as well as those that are prohibited.
9. Persons involved in the hiring process must possess the prerequisite knowledge and skills to assess candidates.

### 925 — Language Rights Policy

1. The bilingual character of Canada and especially New Brunswick arising from the presence of a francophone community is not only a historical, constitutional and social fact, but is also of the highest importance to the Canadian Confederation.
2. Equality of rights and status for those who are English-speaking and for those who are French-speaking is a major goal, requiring the safeguards of laws and of the Constitution of Canada.
3. The survival of the flourishing English-speaking and French-speaking communities in Canada, and their protection against assimilation, is a right which all Canadian authorities should safeguard and respect.
4. The school is an instrument of major importance in maintaining the existence of a functioning linguistic community. Any English-speaking or French-speaking community must have the right to have schools established in which the language of instruction, administration and communication is that of the community, and to protect and preserve the linguistic and cultural integrity of those schools.
5. Opportunity must exist in New Brunswick for all residents to learn a second language, French or English as applicable. All parents should be given the right to choose the language of instruction (French or English) of their children. Provision of such opportunity should not be made in ways which jeopardize the linguistic or cultural integrity of schools.
6. Those whose mother tongue is neither English nor French should have the right to affiliate with either an English-speaking community or French-speaking community according to their choice and to have

their children educated in the language so chosen.

7. Special educational measures are required to ensure that English-speaking residents are given the opportunity to effectively learn French as a second language as a result of the overwhelming dominance of English-language media of culture and communication in North America.
8. Special measures are required for the support and protection of the vehicles of French language and culture as a result of the overwhelming dominance of English-language media of culture and communication in North America.
9. The fundamental right of a citizen to function in one of the two official languages, even exclusively so, must be respected. The Association believes that the objectives of bilingualism are long term and can be effective only as a result of an evolutionary and educational process.

#### **926 — Equal Opportunities for Students in Athletic Programs**

NBTA believes that athletic programs for students, regardless of gender identity must receive equal consideration in funding, scheduling and all other respects.

#### **927 — Gender Equity**

1. NBTA believes the Employer (EECD/School Districts) is responsible to ensure that students and staff are not disadvantaged because of gender.
2. NBTA believes the Employer (EECD/School Districts) is responsible for developing programs that heighten the awareness of teachers, students and communities about the importance of gender equity.
3. Members should be aware of all forms of discrimination in their workplace.
4. Positive action should be taken to eliminate such discriminatory practices as:
  - (a) the provision of programs which are inequitable.
  - (b) the delegation of responsibilities in the school where the responsibility is based on a stereotype of masculine and feminine roles.
  - (c) the use of instructional materials which reinforce sex-role stereotypes.
  - (d) the bias in expectations and evaluation based on stereotypical gender roles.
  - (e) the use of sexist language.
  - (f) the attribution of particular emotional and intellectual qualities on the basis of gender.
  - (g) the encouragement of sex-role stereotyped behaviours in play and work at school.
  - (h) career counselling based on sex-role stereotyping.

#### **928 — Abuse and Harassment**

1. Abuse and/or harassment in any form is unacceptable.
2. Staff and students have the right to protection from all forms of abuse and harassment.
3. It is the responsibility of all members to prohibit abuse of students in the form of:
  - a) bullying, tormenting, verbal and/or physical assault, or any other form of harassment and violence from fellow students, and
  - b) exchanges involving students which exploit or discriminate against one or more persons.
- 4) The procedures for laying complaints are outlined in the various provincial policies on discipline, harassment and intimidation, and in the NBTA Code of Professional Conduct.

#### **929 — Homophobia**

##### **1 DEFINITIONS**

Bisexual: an individual who is emotionally/romantically and physically attracted to persons of either sex.

Gay: a person who is emotionally/romantically and physically attracted to persons of the same sex. Gay usually refers to males, but it is also used to include females. Gay can be used interchangeably with homosexual. Gay is most often the term preferred by the gay and lesbian community when referring to homosexual males.

Gender Identity: characteristics linked to an individual's intrinsic sense of self as a man or as a woman, which may not be the same identity as one's biological sex.

Heterosexism: the assumption that everyone is or should be heterosexual and that heterosexuality is superior. Heterosexism can exist on a personal, interpersonal, institutional or cultural level.

Homophobia: the fear, and/or hatred, and/or repulsion of homosexuality in oneself or in others, often exhibited by self-hatred, prejudice, discrimination, bullying or acts of violence.

Lesbian: a female who is emotionally/romantically and physically attracted to other females. Lesbian can be used interchangeably with homosexual and gay when referring to females. Lesbian is usually the term preferred by the gay and lesbian community when referring to gay/homosexual females.

LGBTQ: Lesbian, Gay, Bisexual, Transgender and Questioning & Queer

Queer: is an umbrella term for sexual and gender minorities that are not heterosexual, heteronormative, or gender-binary

Questioning: is a process of exploration by people who may be unsure, still exploring, and concerned about one's gender identity, gender expression,

sexual identity and sexual orientation

Sexual Minority: is a group whose sexual identity, orientation or practices differ from the majority of the surrounding society

Transphobia: is a range of negative attitudes and feelings towards transgender people, based on the expression of their internal gender identity

Sexual

Orientation: refers to an individual's psychological, emotional, and/or sexual attraction towards another person.

Gender

Expression: refers to the external attributes by which people express themselves and through which others perceive the person's gender.

Transgender: a person whose gender identity (feeling of being either male or female) does not match their physical/anatomical sex. Some describe it as being born into the wrong body.

Two-Spirited: a term referring to gay, lesbian, bisexual and transgender individuals by those who follow traditional Aboriginal teachings.

1. The New Brunswick Teachers' Association declares itself to be an anti-homophobia, anti-transphobia and anti-heterosexism, organization, which:
  - (a) promotes equity and inclusiveness for all individuals in the workplace;
  - (b) recognizes student and teacher diversity and the goals of anti-homophobia, anti-transphobia and anti-heterosexism in the selection of its priorities and programs; and,
  - (c) promotes anti-homophobia, anti-transphobia and heterosexism education.
2. NBTA advocates for educational systems that are safe, welcoming, inclusive, and affirming for all sexual orientations and gender identities/expressions.
3. NBTA believes:
  - (a) that the role of educators is critical in creating positive societal change to address the realities of LBGQT issues for students, parents and teachers;
  - (b) that an assumption of heterosexuality as being the only sexual orientation throughout the school system denies LGBTQ students and same-gender parented families affirmation and accommodation;
  - (c) that LGBTQ students, staff and same-gender-parented families have the right to:
    - be free from harassment, discrimination and violence;
    - be treated fairly, equitably and with dignity;
    - self identification and freedom of expression;
    - be included and to be represented and affirmed in a positive and respectful manner;
    - have avenues of recourse (without fear of reprisal) available to them when they are victims of

harassment, discrimination and violence;

- have their cultures and communities valued and affirmed;
- have flexible, gender-neutral school dress codes.

- (d) that efforts must be made to ensure that education prepares young people to develop open, pluralistic and democratic societies, free of discrimination or aggression based on sexual orientation and/or gender identity/expression.

4. Anti-homophobia, anti-transphobia and anti-heterosexism education seeks to promote equity through practicing the principles of inclusion, affirming the identity of individuals and groups, seeking the elimination of homophobia, transphobia and heterosexism in all its forms, and initiating comprehensive school programs supporting equity. All students regardless of real or perceived, sexual orientation, gender identity, gender expression, culture, socioeconomic status residence, strengths and challenges have the right to an appropriate education.
5. Anti-homophobia, anti-transphobia and anti-heterosexism education is an integral goal of education permeating curriculum, materials, pedagogy, policies, practices and programs.
6. For anti-homophobia, anti-transphobia and anti-heterosexism education to become effective:
  - (a) educators must accept their responsibility to educate themselves and to reflect upon their own attitudes and behaviours in modeling respect, understanding and affirmation of diversity;
  - (b) educators have a responsibility for the elimination of homophobia, transphobia and heterosexism in the working and learning environment;
  - (c) curriculum must contain positive images and accurate information about history and culture, which reflects the accomplishments and contributions of LGBTQ people.
  - (d) educators must take actions to make schools safe for LGBTQ staff, students and parents, and those who are perceived to be so, by:
    - treating everyone with respect and acceptance;
    - using language that affirms all sexual orientation and/or gender identity/expression and not using disparaging remarks or language that implies one sexual orientation is superior to another;
    - challenging staff, students and parents who continue to display prejudice on the basis of sexual orientation and/or gender identity/expression;
    - developing an action plan to use in the event of an incident of discrimination or harassment and/or violence;
    - never making assumptions in the matter of sexual orientation and/or gender identity/ex-



- pression;
- making a commitment to confidentiality in the event of a disclosure of sexual orientation and/or gender identity/expression;
  - not assuming the superiority of heterosexuality.
- (e) schools and school systems must adopt anti-homophobia, anti-transphobia, and anti-heterosexism policies recognizing that homophobia plays an integral role in bullying and harassment in school;
- (f) LGBT students must have the right to counseling that is supportive, affirming and free from efforts on the part of counsellors to change their sexual orientation and/or gender identity/expression through the use of or the referral to aversion, reparative, or conversion therapies;
- (g) teacher preparation programs must include:
- knowledge, awareness and affirmation of those who identify as LGBTQ;
  - strategies, lesson plans and curriculum that assist teachers in addressing LGBTQ issues in classrooms and schools.
- (h) educators must have access to professional development programs, which provide assistance in addressing LGBTQ issues in classrooms and schools.
- (i) the Department of Education and Early Childhood Development must become visible advocates of anti-homophobia, anti-transphobia and anti-heterosexism education through the provision of:
- (i) curriculum documents, training and directives that incorporate anti-homophobia, anti-transphobia and anti-heterosexism perspectives;
  - (ii) resources to enable school systems to effect change.
- (j) Transgendered people have the right to:
- (i) have the transgender/gender non-conforming status kept confidential;
  - (ii) be addressed by a name and pronoun corresponding to his/her gender identity;
  - (iii) safe restroom facilities and the right to use a washroom that best corresponds to the student's gender identity, regardless of the student's sex assigned at birth;
  - (iv) application of a flexible, gender-neutral school dress codes.

## 93x - School Organization

### 931 — Inclusive Education

NBTA members support inclusive education practices where all student educational needs are met to the greatest extent possible as part of a common learning environment.

As a result, NBTA believes that:

1. ...responding appropriately to the individual needs of learners may necessitate times when the learner's needs are best met in a more flexible arrangement or environment.
2. ...all students and staff require a positive and safe learning and working environment free from frequent disruption, as outlined in Policy 703. This is essential for the academic success and social development of all students.
3. ...when determining the placement of students, decisions should be guided by information collected in consultation with the family, with the professional staff of the school, and with other appropriate agencies and partners.
4. ...overall class size and composition must be key considerations in determining student placement. Providing equitable environments that allow for student and staff success must be a priority.
5. ...inclusive education practices will be improved through clarification, common application, and potential revisions of EECD Policy 322 - Inclusive Education.
6. ...the provision of resources to match the expectations of Policy 322 is required. Funding should be long-term and predictable.
7. ...all teachers must have access to on-going professional learning support relevant to their students' needs.
8. ...classroom teachers, resource teachers, and administrators must be allocated sufficient time to work on personal learning plans and to hold meetings with families as part of their regular weekly schedule that is not considered preparation time.
9. ...the development of students' educational programs is a shared responsibility of the family, all members of the school team, and any other necessary resource services.

### 933 — Independent Schools

#### *Definition*

An independent school is a school established by private or co-operative enterprise, for students of elementary-secondary school age, in competition with those schools which are administered by school districts established under provincial or territorial statute, by departments of government under the provisions of the Constitution, or by native communities under the terms of an agreement with the competent authorities.

#### *Principles*

NBTA believes the following principles should apply to such schools:

- a) Full responsibility for the financial support of independent schools should rest upon their clients and their governing bodies.
- b) All independent schools should be required to be licensed by the Department of Education and Early

Childhood Development of a province or territorial council, and should be required to conform to all legislation and regulations applicable to the public school in terms of education and health.

- c) In order to be eligible for a license, an independent school should be required to demonstrate that it has sufficient financial resources to guarantee its viability for a minimum of five years, and further THAT enforcement of the above be considered to be the responsibility of provincial governments.

### **935 — High School Organization**

It is the policy of the New Brunswick Teachers' Association:

- a) That the high school organization should be based on a four-year program. Specific organizational decisions should reflect local needs and requirements.
- b) Program designations, i.e., College Preparatory, Business Education, etc. should be discontinued.
- c) A variety of courses ranging from highly applied to highly theoretical should be offered to students to account for individual student interests, ability and aptitude.
- d) Remediation and enrichment should be available for all students who have need for them.
- e) Administrators must take whatever steps necessary to ensure that all teachers have adequate preparation time.
- f) Additional preparation time shall be allocated for teachers in positions of additional responsibility.

### **937 — School Libraries/Resource Centres**

The NBTA will continue to advocate for adequately funded and Staffed School Libraries/Resource Centres.

### **939 — Combined Classes**

NBTA believes that the number of combined classes should be kept to a minimum in the New Brunswick school system.

Should combined classes be necessary, the following principles should apply:

1. Grouping to form a combined class must be pedagogically sound, not just fiscally expedient.
2. Assignment to a combined class should consider the experience and skills of the teacher in handling such a situation.
3. Beginning teachers should have the opportunity to gain experience and knowledge of the complexities of combined classes through their practicum experience.

4. Consideration must be given to ensure neither teachers nor students are continually involved in combined classes.
5. In a combined class situation, extra care must be taken to ensure students have full access to the prescribed curriculum.

## **94x - Assessment and Evaluation**

### **941 — Student Assessment Policy**

1. The purpose of all student assessment is to support student learning.
2. Classroom teachers have the primary responsibility for the ongoing assessment and evaluation of student achievement to inform instructional decisions and to improve individual student learning.
3. All assessments must be instructionally sensitive; the tools and processes used to assess and evaluate student learning must be congruent with the learning theory and content that is reflected in the curriculum. All assessment results must be communicated efficiently to classroom teachers, students and their parents.
4. As the professional voice of teachers, the NBTA must be directly involved in all policy decisions about assessment and evaluation.
5. Decisions regarding evaluation and assessment must focus on what is valuable and not simply what is measurable.
6. Governments and school systems have a collective responsibility to provide learning opportunities for teachers in the area of assessment and evaluation.
7. Information derived from assessment and evaluation of students should be collected, stored, reported and utilized in a manner respectful of students' and teachers' rights to protection of privacy.

## **95x - Political Activities**

### **951 — Political Action**

The NBTA will have an ongoing political action program to influence politicians in areas that affect education or the welfare of the members of the NBTA.

Principles of the NBTA Political Action Program  
The NBTA will:

1. Avoid alignment with any political party.
2. Seek to influence the educational policies of political organizations.
3. Provide information on educational and teacher welfare issues to legislators.
4. Work with Branch Presidents and Directors to make contact with local MLA's & MP's, as directed.

5. Maintain a confidential list of teachers who through their attachment to political parties, may influence decision-makers. NBTA will call upon these teachers to help achieve specific goals.

### **953 — Classroom Standards for Teachers - Political Action**

1. Teachers shall be objective in their discussions of current affairs and shall refrain from indoctrinating students with a particular political ideological point of view or attitude, and shall give recognition to the plurality of ideologies in society.
2. Teachers shall not use students to gain political influence.

## **96x - Education Finance**

### **961 — Education Finance**

The NBTA will continue to promote the belief that education is of utmost importance to our society and should always receive high priority in provincial budgets.

### **963 — Transportation Costs for Co-curricular Activities**

NBTA will encourage the Department of Education and Early Childhood Development to allocate sufficient monies to cover the increased transportation costs for co-curricular activities.

## **97x - Federal Jurisdiction**

### **971 — Income Tax - Professional Deductions**

NBTA will encourage CTF to continue to lobby CANADA REVENUE AGENCY (CRA) to allow teachers to claim as allowable deductions such expenses as workshop and conference costs and other expenses directly related to professional activities.

## **98x - Teacher Certification**

### **981 — Teacher Education and Certification**

The Association should be represented on all appropriate bodies concerned with teacher education and certification in the province.

### **988— Endorsement of Teachers' Certificates**

1. Endorsement of teachers' certificates places an arbitrary restriction on the flexibility needed in our school system to assign teachers to teach in a variety of subject areas.
2. Teachers are constantly developing additional skills and knowledge which contribute to their overall

suitability as teachers. These additional skills would not be easily reflected in any endorsement process related to certification.

3. Employers should refer to information in a teacher's curriculum vitae and consider other course work and experiences, rather than relying on endorsement, to properly assess a teacher's suitability for a position.

## **99x - Teachers' Rights and Responsibilities**

### **991 — NBTA/NBTF/AEFNB Freedom of Expression**

1. The Department of Education and Early Childhood Development is the Employer for all teachers throughout the province.
2. Freedom of expression is an important value but it is not without limits. The courts have established that the Employer has a right to expect fairness, integrity and loyalty from its employees. The teachers in turn can expect to be able to freely express their opinions on matters within their professional expertise.
3. It is recognized that teachers are professionals and their opinions on pedagogical and educational issues are valued. It follows therefore that teachers may publicly express their opinions in accordance with the following guidelines without fear of intimidation or discipline from the Employer:
  - a. Teachers are free to publicly express their opinions (when requested by parents, by the media or by any person or group which has an interest in education) on pedagogical issues and general classroom management. These opinions must be based on facts and expressed in a constructive and objective manner.
  - b. Teachers may not act in ways or communicate in words which would discredit or bring disrepute to the education system. This would be viewed as going further than what freedom of expression would allow and teachers could be advised to cease.
  - c. Teachers are considered to be teachers at all times. Therefore, they must accept that even though they may be parents, they cannot say or do more than teachers might be allowed to say or do.
  - d. There is nothing in labour relations that would prevent individual teachers from expressing their concerns and their worries to their Employer

within the framework provided by the Employer, and in accordance with established procedures. For example, the local branch may become a mechanism for teachers to express their opinion on matters that are common to all the branch membership.

Individually or through the branch or any other mechanism, the expression of concerns or of criticism towards a management decision should be done privately between the teacher(s) and management. If a teacher or a group of teachers wishes to express discontent to the Employer in relation to a policy, this can be done by asking to meet with the district administration and advising management of the subject causing the difficulties.

In addition, if the subject being discussed is relevant to the Collective Agreement, procedures and mechanisms such as the provincial Employer/Employee Relations Committee and the Local Liaison Committees should be utilized.

**\*\*It is understood that comments in social media are considered to be in the public domain.**

**992 — Hiring of Supply Teachers**

To the extent possible, when hiring day-to-day supply teachers, the order of calling to be observed should be the following:

- a) certified supply teachers,
- b) retired teachers; and
- c) local permit teachers.

It is understood that there will be situations that arise where this order of contact with supply teachers is not possible. However, this order of contact should be the norm.