Yukon Association of Education Professionals

HOW TO BE A YAEP REP!

Essential Requirements

Attend Central Council Meetings called by the Executive.

YAEP's Central Council has been created to allow the membership a voice in decisions made during the year. The YAEP representatives are liaisons between the organization and its membership.

Conduct polls and surveys of members as requested by the Executive.

Respond in a timely manner to emails and/or requests for information.

Ensure votes are conducted and/or information is shared with colleagues.

Good Practises

Convene a meeting of the members to share views on Central Council issues.

Be a conduit of information so member concerns are raised to the Executive Committee and/or YAEP Staff; YAEP cannot act if we are unaware of the issue.

Receive and distribute information from the YAEP office.

Post the Wednesday Facts and distribute any other materials sent to you by YAEP.

Be available to members requiring assistance with YAEP matters.

Before giving members employment or Collective Agreement advice, contact and communicate with YAEP to obtain feedback and interpretation about a member's issue or disciplinary matter.

Representing a colleague

- ☐ **Before the meeting commences**, confirm member is informed of:
  1) the purpose of meeting including if it is disciplinary or could lead to discipline; and,
  2) the summary of the issues to be addressed.
- ☐ **Seek YAEP staff representation** and advocacy if "out of depth"/serious disciplinary issues are raised; request adjournment and re-scheduling of the meeting.
- ☐ **Prepare comprehensive notes** (not audio recording) of issues discussed at meeting and be specific about details, dates, content of allegations and member's responses. Keep the notes; only share them with YAEP and the member you're representing.
- ☐ **Request a break** or ask meeting to be slowed to allow you to take comprehensive notes.
- ☐ **Encourage member** to contact YAEP and seek ERA representation/advice – you are not the decision maker and do not have to give an opinion.

CONTACTS

YAEP Office: 668 – 6777
Joff McLoughlin: Employment Relations Advisor, Ext. 105
Ethan Emery: Executive Director, Ext. 102

iv. In the situation of a secondment of an Executive member to the Department of Education or other department in the Government of Yukon, where the Executive member learns of an opportunity for an advancement which might be valuable to him or her personally or to the Government of Yukon to which he or she is seconded, which is not in the best interests of the Association.

b. If a conflict of interest situation is thought to exist, the Executive member must declare that conflict of interest and must refrain from voting, at an Executive meeting, on any motion, which would put him or her in a conflict. The member may, however, vote at a general members' meeting in his or her own interests.

c. If the Executive member does not declare a possible conflict of interest and votes or takes action at an Executive meeting, and a conflict is subsequently found to exist, the Executive member shall be liable to the Association and subject to such actions as are deemed appropriate.

4.7. Indemnification

a. The Association shall indemnify and save harmless each and every member of the Executive of the Association and each and every individual serving on behalf of the Executive from any claim or judgment against the Association or any named member of the Executive or individuals serving on behalf of the Executive of the Association whatsoever and in any way related to activities, decisions or other matters carried out while that member was acting in good faith as part of that member's duties as a member of the Executive or as an individual serving on behalf of the Executive.

5. CENTRAL COUNCIL

5.1. Members:

a. All members of the Executive Committee and representatives from each school or work site

b. on the basis of the following formula:

YAEP MEMBERS	YAEP REP
1-22	1
23-37	2
38-52	3
53-67	4
68-82	5
83+	6

c. The members of each designated school shall elect representatives subject to above. Names shall be submitted to the Executive.

d. All members not assigned to a school staff shall elect representatives subject to a and submit the names of same to the Executive.

e. Council representatives may be replaced by an alternate representative either appointed or elected by the respective area membership. The alternate representative will have full voting privileges.

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5.2. Meetings

a. The President shall call a special meeting of the Central Council upon demand, in writing, of at least 40% of the area or school representatives.

5.3. Duties and Powers

a. The Central Council may, both at its own discretion, or at the request of the Executive, consider any question affecting the Association, and direct the Executive accordingly.

b. Central Council representatives shall act as a liaison between members in their respective schools or areas and the Central Council.

5.4. Expenses

a. The Central Council Representatives shall be reimbursed for all expenses necessarily and reasonably incurred while attending to the affairs of the Association as defined in policy.

6. OFFICERS AND DUTIES

6.1. The President shall:

a. exercise general supervision over the affairs of the Association;

b. ensure that there is a chair to preside over Annual General, Central Council, Executive, and Special General Meetings;

c. be ex-officio member of all committees except the ethics and election committees, be an ex-officio member of all sub-associations;

d. suggest agenda items for meetings;

e. act as a check to see that Association policy is adhered to;

f. be the legal custodian of the property of the Association;

g. conduct the official correspondence of the Association;

h. present to the Annual General Meeting a comprehensive report of the activities of the Association during the past year;

i. act as official spokesperson of the Association; and

j. oversee all archives of the Association, and ensure a record of all meetings, general or otherwise, of the Association and its Executive is prepared and preserved and includes the duties of the position description of the President found in the YAEP Policy Manual.

6.2. The Vice-President shall:

a. perform all the duties of the President, or Professional Development Chair, in their absence or incapacity;

b. assist the President in the execution of his/her duties wherever possible;

c. serve on Finance and Public Relations Committees and as ex-officio on the Professional Development Committee.

6.3. The Treasurer shall:

a. present annually to the Annual General Meeting, for its approval, a budget of anticipated revenues and expenditures for the forthcoming year;

b. have the books reviewed annually by a professional accountant;

YAEP Bylaws

Yukon Association of Education Professionals

DATE APPROVED/AMENDED: June 9, 2014

Central Council

Policy Statement: YAEP's Central Council has been created to allow the membership a voice in decisions that are made during the year. The Central Council representatives are liaisons between the organization and its membership.

1. Composition and Election

a. The composition of Central Council members (also known as YAEP Representatives) are outlined in the Bylaws of YAEP.

b. The regular election of YAEP Staff Representatives is to be held at the first staff meeting of the school year, and the YAEP office to be informed as early as possible.

c. Incumbent representatives shall remain in their positions until new representatives are elected in the following school year.

2. Duties of YAEP Representatives

YAEP Representatives shall:

a. Act as a liaison between members in their respective schools or areas and the YAEP Executive.

b. Attend Council Meetings called by the Executive.

c. Convene a meeting of the members whom they represent to hear views on the proposed Central Council Meeting agenda which shall be mailed or communicated at least one week before the Council Meeting is to be held.

d. Receive and distribute information from the YAEP office.

e. Conduct polls and surveys of members as requested by the Executive.

f. Be available to members requiring assistance with YAEP matters.

g. Be a member of the Professional Relations Committee when necessary.

h. Submit bills incurred for YAEP business monthly to the YAEP office.

3. Frequency of meetings

a. Central Council Meetings shall be held at least twice during the school year at the discretion of the Executive. Special meetings of the Central Council may be called as outlined in the Bylaws.

b. At least two weeks notice with agenda should be given all council members.

4. Quorum

a. The quorum for Central Council Meetings shall be a majority of the members of the Central Council.

YAEP Policy Manual

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5. **Motions**

   a. Member motions shall be submitted in writing; the only exceptions are motions to amend or accept the agenda or to amend or accept the minutes of the last meeting.

6. **Voting**

   a. Staff Representatives and members of the Executive shall have the right to vote at Central Council Meetings.

   b. Staff representatives shall vote as directed by the majority of persons they represent.

   c. Rules governing the voting by alternates are outlined in the YAEP Bylaws.

7. **Reporting**

   a. Minutes are recorded, transcribed, and presented for approval at the next Central Council meeting. When approved, the minutes are posted on the YAEP web site.

   b. Central Council representatives provide a report of the meeting to the school/work site he/she represents.

8. **Training**

   a. The YAEP should provide specific training opportunities annually for YAEP representatives.

9. **Expenses**

   a. Central Council members are entitled to expenses as outlined in the YAEP Bylaws.

   b. Approved claims will be paid according to the YAEP Travel Rates Policy.

YAEP Policy Manual