

NOVA SCOTIA TEACHERS UNION



Halifax City Local Operational Procedures

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Halifax City Local Operational Procedures

1.00 DUTIES OF THE LOCAL EXECUTIVE

1. The Local Executive shall conduct the business of the Local under the direction of the Local's general membership.
2. The Local Executive shall present to the Local's Annual General Meeting:
 - a. a financial statement for the preceding fiscal year;
 - b. a proposed budget for the upcoming year;
 - c. a report of the Local's activities for the year; and
 - d. a notice of the Local's expected activities for the upcoming year.
3. The Local Executive shall receive and disburse all Local funds in accordance with the Nova Scotia Teachers Union's By-Laws, Standing Orders, and Operational Procedures.
4. Local Executive members shall regularly attend meetings and perform their duties as required.
5. Local Executive members shall present written reports to Local General Meetings regarding their activities.
6. The Local Executive may assist educational sites in the election of NSTU representatives and alternate representatives.
7. The Local Executive shall be responsible for the administration of all Local Standing Committees. The Local Executive shall have the sole authority to approve all decisions of Local Standing Committees.
8. The Local Executive shall call special meetings in the event of an emergency or special need.
9. All Local Executive members shall maintain a written record of their work and shall forward it to their successors.
10. All Local Executive members shall sign a confidentiality agreement to affirm their responsibility to maintain confidentiality and to ensure the proper handling, storage, and sharing of sensitive member information. A copy of the confidentiality agreement can be found in the appendix.
11. All Local Executive members shall sign a Halifax Region NSTU Office Key/Fob Issuance Agreement when receiving keys to the Burnside Office.
12. All Local Executive members shall be responsible for any technology issued to them.

1.01 DUTIES OF THE LOCAL PRESIDENT

The Local President duties shall include but are not necessarily limited to the following. The Local President shall:

1. be the official spokesperson for the Local, on Local matters excluding bargaining unit issues;

2. preside at all General Meetings, Executive Meetings, Annual General Meetings, and Special Meetings of the Local. (if the Local president is not available the First Vice-President or designate shall preside);
3. oversee the business of the Local;
4. set agendas for all meetings of the Local;
5. be an ex-officio member of all Local committees and shall be included on communication with committees;
6. communicate with the General Membership regularly;
7. review the Local's Constitution and Operational Procedures, NSTU Standing Orders regarding -Privacy-Member Data and personal Information, Confidentiality, and Conflict of Interest during the first meeting of the Local Executive each year and as needed during the year;
8. be the primary contact for the Local, responding to Local members' questions/concerns in a timely fashion;
9. perform such duties as directed by the Local's General Membership and the Local Executive;
10. serve as a member of the Halifax Regional Representative Council;
11. in coordination with the First Vice President host a President's Reception at least once per year;
12. update the Halifax City Local website with the weekly newsletter and other pertinent information;
13. oversee updates to the Member Registry, assisting NSTU Representatives as needed; and
14. forward to the NSTU Central Office names and contact information for the Local Executive immediately following the Annual General Meeting.

1.02 DUTIES OF A LOCAL EXECUTIVE MEMBER ACTING AS COMMITTEE CHAIR

A Halifax City Local Executive member acting as a committee chair shall:

1. ensure the duties of their assigned committee(s) are completed in a timely fashion;
2. prepare an agenda for committee meetings, ensure minutes are taken, and store such documents in a manner as determined by the Local Executive;
3. send minutes and action items, as well as meeting reminders, to committee members, including the Local President;
4. establish goals, in consultation with their committee(s), for their committee(s) by the end of September, report on any such goals to the Local Executive by the Executive's October meeting;
5. maintain a record of attendance of committee members and submit a copy upon request from the Executive;
6. submit the names of committee members to the Secretary and to the Local President;
7. attend NSTU sponsored conferences related to their role (if the Committee Chair cannot attend the Local Executive will designate another individual to attend, consideration will be given to another Local Executive member or a Committee member);

8. monitor and submit budget line requests on behalf of the committee, updates on their committee(s)' budget line(s) expenditures; updates should appear in any written reports;
9. arrange with the treasurer for all payments for Committee initiatives and activities;
10. present an annual report based on their committee(s)' duties and goals at the Annual General Meeting; and
11. call special Committee meetings in the event of an emergency or special need.

1.03 DUTIES OF THE LOCAL FIRST VICE PRESIDENT

The Local First Vice President duties shall include but are not necessarily limited to the following. The Local First Vice President shall:

1. assume the duties of the Local President in the President's absence;
2. liaise with the NSTU Provincial Member Economic Welfare, Health and Safety, and Working Conditions Committee and Resolutions Committee;
3. chair the Local Economic Welfare and Resolutions Committee;
4. serve as a member of the Halifax Regional Representative Council;
5. collect and collate items from the Local for future Provincial and Regional Asking Packages;
6. coordinate the collection of concerns from members no later than the conclusion of the October General Meeting;
7. oversee, in consultation with the Local Economic Welfare and Resolutions Committee, the collection and submission of the Halifax City Local's Resolutions to Annual Council – submitting all necessary documentation to NSTU Central Office by the stated deadlines, reporting the disposition of Halifax City Local Resolutions to the membership, and briefing the Local's delegation to Annual Council;
8. present the Local's views concerning improved working conditions for members to the Regional Representative Council and Regional Economic Welfare Committee;
9. conduct or organize economic welfare training in the Local under the direction of the Regional Representative Council and/or Regional Economic Welfare Committee;
10. ensure quorum is present at Local General and Executive Meetings and inform Members accordingly;
11. coordinate with the Local president, a President's reception, at least one (1) per year to hear concerns from members;
12. coordinate with the Chair of the Nominations Committee the Local's pre-council Meeting; including briefing the Local's delegation to Annual Council regarding speakers to Local's resolutions during Council; and
13. assist in the setting up and cleanup at General Meetings in coordination with the Local secretary as needed.

1.04 DUTIES OF THE LOCAL SECRETARY

The Local Secretary duties shall include but are not necessarily limited to the following. The Local Secretary shall:

1. record, maintain, archive, and distribute official copies of the minutes of all General Meetings and Executive Meetings of the Local in a timely manner;
2. include an Action Register for each Local meeting. (it is desirable in a large local to keep track of responsibilities from decisions made at meetings, in particular Executive meetings);
3. maintain a record of attendance at all General Meetings and Executive Meetings of the Local;
4. maintain all official records of the Local including the Constitution, Operational Procedures, and Local committees and ensure that appropriate revisions are processed;
5. provide the Local Constitution, Local Operational Procedures, approved General Meeting Minutes, and approved Executive Meeting Minutes to Local members upon request;
6. maintain a current list of contact information for NSTU Representatives, Local Executive members, and Local standing committee members;
7. where appropriate, prepare and post meeting highlights for the local website;
8. assist in the setting up and cleanup at General Meetings in coordination with the First Vice President as needed;
9. arrange for refreshments at Local Executive and General Meetings; and
10. identifies schools not represented at Local general and Special Meetings and communicates those with the Local President to ensure information/materials are received at those schools.

1.05 DUTIES OF THE LOCAL TREASURER

The Local Treasurer duties shall include but are not necessarily limited to the following. The Local Treasurer shall:

1. chair the Local's Finance Committee;
2. administer all financial matters associated with the Local and report to the Local, by means of a financial statement, at General Meetings;
3. be responsible for an annual audit review of the financial records of the Local in accordance with guidelines prepared by the Finance and Property Committee of the NSTU;
4. prepare a proposed budget for approval at the Annual General Meeting;
5. be a bonded signing officer for the Local;
6. prepare a propose a balanced budget and a deficit budget for approval at the Annual General Meeting of the Local;
7. oversee the production of a financial report for review by the NSTU Financial officer;
8. keep electronic files of Halifax City Local's expenses using the accounting software designated by the NSTU Financial officer;

9. submit a copy of the approved budget for the upcoming fiscal year to the Provincial NSTU by the end of June;
10. process all Local Executive, NSTU Representatives, Local Committee, grants and bursary financial claims/honorariums in a timely manner;
11. submit to the NSTU Financial officer by December 31st of each year a list of individuals who receive taxable income and honorariums;
12. submit to the Local motions regarding the withdrawal or investment of funds to/from the Reserve Fund as needed throughout the fiscal year;
13. provide access to the financial records at the President's request;
14. provide financial counsel about Local financial matters to Committee Chairs;
15. ensure an itemized record of receipts and expenditures is kept in a secure location for seven years (according to Canada Revenue Agency Practices); and
16. ensure any technology or equipment provided by the Local is returned upon completion of an Executive Members' term or resignation.

1.06 DUTIES OF THE LOCAL IMMEDIATE PAST PRESIDENT

The Local Immediate Past President duties shall include but are not necessarily limited to the following. The Local Immediate Past President shall:

1. act in an advisory capacity to the Local President and the Local Executive and may be assigned to committees.

1.07 DUTIES OF THE LOCAL VICE PRESIDENT – COMMUNICATIONS (PUBLIC RELATIONS/PUBLIC AFFAIRS)

The Local Vice President – Communications (Public Relations/Public Affairs) duties shall include but are not necessarily limited to the following. The Local Vice President – Communications (Public Relations/Public Affairs) shall:

1. chair the Local's Communications Committee and the Local Nominations Committee;
2. circulate information regarding Local meetings and other events as directed by the Local Executive;
3. coordinate with the First Vice-President the Pre-Council Meeting;
4. organize at least one (1) event to provide members an opportunity to meet with local MLAs and other relevant stakeholders;
5. update the Halifax City Local website with relevant events on the calendar, with support from the Local President;
6. design a calendar for members with key dates and events for distribution at the beginning of each school year;
7. liaise with the provincial NSTU Political Action/Public Relations Committee; and
8. coordinate at least one (1) Member Engagement event per year.

1.08 DUTIES OF THE LOCAL VICE PRESIDENT – PROFESSIONAL DEVELOPMENT

The Local Vice President – Professional Development duties shall include but are not necessarily limited to the following. The Local Vice President – Professional Development shall:

1. chair the Local's Professional Development Committee;
2. represent the Local on the Article 60 Committee, unless otherwise assigned by the Local Executive;
3. communicate to the Local membership upcoming professional development funding deadlines and opportunities via appropriate channels such as email, local website and social media;
4. regularly send updates to the Vice-President of Communications (PA/PR) for information that requires posting on social media or the website;
5. receive, collate, and process, in consultation with the Local Professional Development Committee, applications to Local professional development funding initiatives;
6. communicate with applicants in a timely manner regarding the status of their applications;
7. receive and approve reimbursement requests related to Local Professional Development funding and initiatives (ensuring the Local Treasurer has all documentation in a timely manner);
8. appoint a Professional Development Committee member as chair of the Professional Development Committee when there is a conflict of interest; and
9. liaise with the provincial NSTU Professional Development Committee.

1.09 DUTIES OF THE LOCAL VICE PRESIDENT – SOCIAL & WELLNESS

The Local Vice President – Social & Wellness duties shall include but are not necessarily limited to the following. The Local Vice President – Social & Wellness shall:

1. chair the Social & Wellness Committee;
2. appoint a Social & Wellness Committee member as chair of the Social & Wellness Committee when there is a conflict of interest;
3. oversee, in consultation with the Social and Wellness Committee, the organization of Local social and wellness events including but not limited to hospitality at Annual Council, the 25-year dinner, the organization of the Annual Retirement Banquet (with adherence to budget lines); and
4. receive and approve reimbursement requests, in consultation with the Social and Wellness Committee, and approve Local wellness grants (when offered), ensuring that the Local Treasurer receives all required documentation in a timely manner.

1.10 DUTIES OF THE LOCAL VICE PRESIDENT – EQUITY & NSTU REPRESENTATIVES

The Local Vice President – Equity & NSTU Representatives duties shall include but are not necessarily limited to the following. The Local Vice President – Equity & NSTU Representatives shall:

1. chair the Equity and Representatives Committee;
2. liaise with the provincial NSTU Equity Committee;
3. liaise with the provincial NSTU Status of Women Committee;
4. arrange for the acquisition and awarding of prizes at general meetings;
5. coordinate with the Equity & NSTU Representatives Committee to organize the NSTU Representative Training Conference; and
6. oversee, in consultation with the Equity & Representative Committee local equity event(s).

1.11 DUTIES OF THE LOCAL VICE PRESIDENT – NEW MEMBER & SUBSTITUTE TEACHER

The Local Vice President – New Member & Substitute Teacher duties shall include but are not necessarily limited to the following. The Local Vice President – New Member & Substitute Teacher shall:

1. chair the New Member & Substitute Teacher Committee;
2. be the New Member Contact person for the Local;
3. be the Substitute Teacher Contact person for the Local;
4. liaise with the provincial NSTU Substitute Teacher Committee; and
5. coordinate, in consultation with the New Member & Substitute Teacher Committee, a biannual New Member conference possibly in conjunction with other local(s).

1.12 DUTIES OF MEMBERS AT LARGE

The Local Members at Large duties shall include but are not necessarily limited to the following. The Local Members at Large shall:

1. communicate and work with Local Executive members and their Committees as necessary;
2. assume the role of Committee Chair, as directed by the Local Executive, on an interim basis in the absence of a Committee Chair until the Chair returns or a new Chair is appointed through an election; and
3. assume other responsibility as assigned by the Local President.

2.00 DUTIES OF THE NSTU REPRESENTATIVE

The NSTU Representative duties shall include but are not necessarily limited to the following. The NSTU Representative shall:

1. request time on staff meeting agendas for NSTU updates and share pertinent information and upcoming activities;
2. update the NSTU Member Registry at their site as required;
3. encourage members to update their personal profile in the NSTU member registry (preferred email address, cell number etc.) at the beginning of each school year and assist new and unregistered members at their sites to submit the member information form to the NSTU;
4. present the views and concerns of their educational site to the Local Executive;
5. be knowledgeable about the policies and procedures of the Local and the NSTU;
6. direct member requests to the appropriate Local, Regional or Provincial authority;
7. encourage new member involvement with Local activities;
8. attend General and Special Meetings of the Local;
9. organize meetings as required with NSTU members at their site to obtain member views on professional and economic welfare matters;
10. distribute and/or post material received from the Local, Regional or Provincial NSTU to members on site;
11. conduct educational site votes as directed by the Local, Region, or Provincial NSTU;
12. attend the Representative Training Conference (or encourage an Alternate Representative to attend if not available); and
13. promote a united teaching profession.

3.00 LOCAL COMMITTEES

1. All Local Standing Committees are subcommittees of the Local Executive and as such, decisions of Standing Committees are subject to the approval of the Local Executive.
2. All Local Standing Committees shall be chaired by a Local Executive member.
3. The Local Executive shall appoint members to each Standing Committee on an annual basis.
4. The Halifax City Local may establish a Halifax City Ad Hoc Committee for a specific time and specific purpose. Ad Hoc Committees seek to exist once the task assigned is completed. The Local Executive will select the committee members.

3.01 FINANCE COMMITTEE

Composition:

1. The Finance Committee shall be chaired by the Local Treasurer.

2. The Finance Committee shall have a minimum of two (2) and a maximum of four (4) members as appointed by the Local Executive.

Duties:

1. Administer the audit review for the year.
2. Prepare a proposed budget for approval at the Annual General Meeting of the Local.
3. Oversee the production of a financial report for review and consideration by the Local Executive.
4. Develop and revise Guidelines for NSTU Local Expenditures.

Frequency of Meetings:

1. The committee will meet as necessary to fulfill its mandate.

3.02 NOMINATING COMMITTEE

Composition:

1. The Nominating Committee shall be chaired by the Vice President – Communications (Public Relations/Public Affairs) or designate as assigned by the Local Executive.
2. The Nominating Committee shall have a minimum of two (2) members as appointed by the Local Executive. (Should have at least 2 members even if the second individual does not do much unless there is an election to handle; however, it is handy if this committee does start vetting applications for committees in general. It is appropriate for the Local President (or first Vice President) to sit on this committee whenever possible.).

Duties:

1. Administer the election of Local President by universal suffrage by:
 - a. setting an election date in accordance with the Local's Constitution;
 - b. circulating notice of nominations to NSTU Representatives at least four (4) weeks prior to the election;
 - c. circulating data sheets of nominees to all educational sites;
 - d. arranging with NSTU central office for electronic voting cards; and
 - e. administering the vote through NSTU Representatives.
2. Administer the election of Local Executive members by:
 - a. circulating notice of nominations to all NSTU representatives at least three (3) weeks prior to the Local's Annual General Meeting;
 - b. presenting candidates for each open position at the Local's Annual General Meeting after making three calls for any further nominations;
 - c. conducting the vote through secret ballot; and
 - d. ensuring the destruction of ballots following the elections through motion.
3. Oversee the election of Local Annual Council Delegates reserving two spots for new members and two spots for members who have identified they are from equity deserving groups.
4. Establish guidelines for election of NSTU representatives.

5. Administer the selection process for Local Committee membership.

Frequency of Meetings:

1. The committee will meet as necessary to fulfill its mandate.

3.03 COMMUNICATIONS (PUBLIC AFFAIRS/PUBLIC RELATIONS) COMMITTEE

Composition:

1. The Communications (Public Relations/Public Affairs) Committee shall be chaired by the Vice President – Communications (Public Relations/Public Affairs).
2. The Communications (Public Relations/Public Affairs) Committee shall have a minimum of four (4) and a maximum of eight (8) members as appointed by the Local Executive.

Duties:

1. Promote the positive image of teachers of the Local.
2. Promote and explain the aims and goals of the Local and NSTU.
3. Coordinate internal communications with members.
4. Circulate information received from Local leaders and Local Committees to the general membership and other interested stakeholders.
5. Update and maintain a contact file of MLAs, MPs, municipal council members, and other persons with an interest in public education.
6. Meet with MLAs to maintain an open line of dialogue between the Local and the government.
7. Oversee the nominations and selection with a committee of the Halifax City Local NSTU Beacon Awards.
8. Update and maintain all Local social media platforms.

Frequency of Meetings:

1. It is anticipated that the Committee should be able to complete their work in four (4) meetings. More may be added as needed.

3.04 PROFESSIONAL DEVELOPMENT COMMITTEE

Composition:

1. The Professional Development Committee shall be chaired by the Vice President – Professional Development.
2. The Professional Development Committee shall have a minimum of four (4) and a maximum of six (6) members as appointed by the Local Executive.

Duties:

1. Organize professional development activities, seminars, and workshops for the Local.

2. Help coordinate professional development activities which benefit teachers.
3. Advise the Local Executive regarding professional development issues.
4. Administer the Local's bursaries.
5. Administering the review of applications and the approval of Member Project and Out of Province grants.

Frequency of Meetings:

1. It is anticipated that the Committee should be able to complete their work in three (3) meetings. More may be added as needed.

3.05 ECONOMIC WELFARE & RESOLUTIONS COMMITTEE

Composition:

1. The Economic Welfare and Resolutions Committee shall be chaired by the First Vice President.
2. The Economic Welfare Resolutions Committee shall have a minimum of two (2) and a maximum of five (5) members as appointed by the Local Executive.

Duties:

1. Promote the effective working conditions of the Local membership.
2. Assist the Chair in surveying the membership regarding general concern, collating information and making recommendations to the Local Executive for appropriate action.
3. Assist the Chair in the collection, review and submission process of Halifax City Local Resolutions to Annual Council.
4. Help educate and assist members in the preparation of resolutions and accompanying briefs.
5. Research and report on economic welfare matters in other regions to support the work of the committee.

Frequency of Meetings:

1. It is anticipated that the Committee should be able to complete their work in three (3) meetings. More may be added as needed.

3.06 SOCIAL & WELLNESS COMMITTEE

Composition:

1. The Social & Wellness Committee shall be chaired by the Vice President – Social & Wellness.
2. The Social & Wellness Committee shall have a minimum of four (4) and a maximum of eight (8) members as appointed by the Local Executive.

Duties:

1. Organizing and hosting the Retirement Banquet.
2. Organizing and hosting Annual Council Social events.
3. Organizing and hosting at least (1) Wellness Event/Opportunity for Halifax City Local NSTU members.
4. Administering the review of applications and the approval of wellness grants (when offered).

Frequency of Meetings:

1. It is anticipated that the Committee should be able to complete their work in four (4) meetings. More may be added as needed.

3.07 EQUITY & NSTU REPRESENTATIVES COMMITTEE

Composition:

1. The Equity & NSTU Representatives Committee shall be chaired by the Vice President – Equity & NSTU Representatives.
2. The Equity & NSTU Representatives Committee shall have six (6) members as appointed by the Local Executive.

Duties:

1. Organizing and hosting at least one (1) Local Equity event per year.
2. Supporting, developing, and/or implementing initiatives and events to further the goals of the Local to further the promotion of equity within the Local.
3. Researching and raising teacher consciousness regarding equity issues in public education.
4. Advising the Resolutions Committee on equity issues in public education regarding Resolutions to Annual Council as necessary.
5. Advising the Resolutions Committee on equity issues in public education regarding submission for inclusion in the regional contract negotiations as necessary.
6. Keeping informed on and promoting NSTU and other equity events and programs in Halifax City.

Frequency of Meetings:

1. It is anticipated that the Committee should be able to complete their work in four (4) meetings. More may be added as needed.

3.08 NEW MEMBER & SUBSTITUTE TEACHER COMMITTEE

Composition:

1. The New Member & Substitute Teacher Committee shall be chaired by the Vice President – New member & Substitute Teacher or a designate.
2. The New Member & Substitute Teacher Committee shall have six (6) members as appointed by the Local Executive.

Duties:

1. Sponsor, coordinate, and host at least one (1) event for new members/substitute teachers.
2. Sponsor, coordinate, a biennial conference for new members/substitute teachers.
3. Collate concerns/questions brought by new members/substitute teachers
4. Help to communicate events for new members/substitute teachers.

Frequency of Meetings:

1. It is anticipated that the Committee should be able to complete their work in three (3) meetings. More may be added as needed.

4.00 LEADERSHIP TRAINING

1. Annually there shall be an in-service session for Local Executive and NSTU Representatives on the topic of governance principles and practices which includes roles and responsibilities, fiduciary obligations, and constitutional requirements. Annually there shall be leadership training for Local NSTU Representatives.

4.01 LOCAL EXECUTIVE LEADERSHIP TRAINING

1. The Halifax City Local President shall be responsible for providing a minimum of one training session for Local Executive Members on the topic of governance principles and practices; such sessions may include roles and responsibilities, fiduciary obligations, constitutional requirements, privacy and member data, confidentiality and conflict of interest.
2. Governing and guiding documents should be reviewed at Executive Planning, including, but not limited to Local Constitution, Operational Procedures, Common Practices and Protocols, Expense Guidelines as well as Financial Guidelines for Budgeting and Record Keeping.

4.02 LOCAL NSTU REPRESENTATIVE TRAINING CONFERENCE

1. The Halifax City Equity and NSTU Representative Committee, in coordination with the Local President, shall sponsor a Local NSTU Representative Training Conference on an annual basis for all Halifax City Local NSTU Representatives.

4.03 NSTU LEADERSHIP SKILLS DEVELOPMENT INSTITUTE

1. The Halifax City Local Executive members are encouraged to attend the summer training put on by the NSTU. Halifax City Local NSTU will also select two (2) members who are not on the Local Executive to attend whenever possible to build leadership capacity.

4.04 LOCAL EXECUTIVE TRAINING FUND

1. The Halifax City Local Executive members may file a written request to the Executive to attend training related to their role. Should the request be denied the President or designate will debrief the applicant upon request.
2. Local Executive Training Fund Guidelines:
 - a. Pre-approval is required at least one month prior to the event. Executive may apply only once per two-year term.
 - b. The annual request from an individual Executive member should not exceed \$2500. Requests exceeding this amount will be considered by the Local Executive.
 - c. Substitute days required will be through either the Regional Agreement Article-Union Release Time or paid for by the Local, to a maximum of three (3) days per fiscal year.
 - d. Proof of attendance and original, itemized receipts shall be submitted for reimbursement within 30 days of the end date of the conference or workshop.
 - e. The Local Executive member receiving the funding shall provide a summary of the event and its benefit to their role in a report to the Local Executive in a timely fashion following the training.

5.00 MEETING PROTOCOLS AND AGENDAS

1. All Local General Meetings shall be scheduled prior to the first day of classes and the date, time, and location shall be posted in every educational site within the Local by September.
2. The Local shall be governed by Parliamentary Procedures as set forth by the Provincial Executive.
3. The Local will include a Restorative (Relational) Approach philosophy when conducting meetings.

4. Local Resolutions to Annual Council must be approved at a General Meeting and should fall under New Business.
5. Election of Local Annual Council Delegates must be conducted at a General Meeting and should fall under New Business.
6. Filing of the Local's Financial Statement for the previous school year must be approved at the Local's Annual General Meeting and should fall under the Treasurer's Report.
7. Adoption of a Budget for the following school year must be approved at the Local's Annual General Meeting and should fall under New Business.
8. Election of Local Executive Members must be conducted at the Local's Annual General Meeting and should fall under New Business.

5.01 LOCAL GENERAL MEETING AGENDA

1. Call to Order
2. Adoption of Agenda
3. Disposition of the Minutes from previous meeting
4. Correspondence
5. Business Arising
6. New Business
7. Reports from Local Officers and others
 - a. President
 - b. Treasurer
 - c. First Vice President
 - d. Vice President – Communications (Public Relations/Public Affairs)
 - e. Vice President – Professional Development
 - f. Vice President – Social & Wellness
 - g. Vice President – Equity & NSTU Representatives
 - h. Vice-President – New Member & Substitute Teacher
 - i. Provincial Executive Member
8. NSTU Reps Forum* (Reps forum may also take place after new business)
9. Adjournment

5.02 LOCAL EXECUTIVE MEETING AGENDA

1. Call to Order
2. Adoption of Agenda
3. Disposition of Minutes from previous meeting
4. Correspondence
5. New Business
6. Business Arising
7. President's Report

8. Reports from Committee Chairs
 - a. Finance Committee
 - b. Nominating Committee
 - c. Communications (Public Affairs/Public Relations) Committee
 - d. Professional Development Committee
 - e. Economic Welfare & Resolutions Committee
 - f. Social & Wellness Committee
 - g. Equity & NSTU Representatives Committee
 - h. New Member & Substitute Teacher Committee
9. Report from Provincial Executive members
10. Information items/Announcements
11. Adjournment

6.00 HONORARIA

1. Honoraria are a taxable benefit; payment must be handled through NSTU Central Office.
2. Honoraria shall be paid to the members of the Local Executive in the following amounts in one lump sum at the end of June each year.

a. President	\$3,500
b. First Vice President	\$2,500
c. Secretary	\$2,500
d. Treasurer	\$3,000
e. Immediate Past President	\$1,000
f. Vice President – Communication (Public Relations/Public Affairs)	\$2,500
g. Vice President – Professional Development	\$2,500
h. Vice President – Social & Wellness	\$2,500
i. Vice President – Equity & NSTU Representatives	\$2,500
j. Vice President – New Member & Substitute Teacher	\$2,500
k. Member at Large (2)	\$1,500
3. In a case where an Executive member has missed an excessive number of meetings and/or has not performed the duties under their portfolio, the Executive may meet to discuss reduction of honorarium.

7.00 LOCAL SIGNING OFFICERS

1. From the Local Executive, a minimum of four (4) signing officers shall be bonded for the disbursement of Local funds and other banking purposes.
2. The Local Treasurer, the Local President, the First Vice-President and one other executive member shall be signing officers.

8.00 CONSTITUTIONAL REVIEW

The Halifax City Local Constitution shall be automatically reviewed every five (5) years with the last review taking place in June 2026.

9.00 LOCAL BURSARIES

1. The Halifax City Local shall allocate funds annual to a Bursary Fund (Gil Oickle) through adoption of the budget at the AGM.
2. The Bursary Fund shall be administered by the Local Professional Development Committee, following guidelines as established by the Halifax City Local Executive.

10.00 LOCAL PROFESSIONAL DEVELOPMENT GRANTS

1. The Halifax City Local shall allocate funds annual for Professional Development Grants for Local Members through adoption of the budget at the AGM.
2. The Halifax City Local Professional Development Grants will be administered by the Local's Professional Development Committee following guidelines as established by the Halifax City Local Executive.

11.00 LOCAL WELLNESS GRANTS

1. The Halifax City Local shall allocate funds annual for Wellness Grants for Local Members through adoption of the budget at the AGM.
2. The Halifax City Local Wellness Grants will be administered by the Local's Social & Wellness Committee following guidelines as established by the Halifax City Local Executive.

12.00 ANNUAL COUNCIL DELEGATION

1. The Halifax City Local Executive members shall be voting delegates for the Halifax City Local delegation at Annual Council at their meeting in January.
2. All members in Halifax City Local will have an opportunity to submit their names to attend Annual Council. Whenever possible, four seats will be reserved for new members (those who have never attended or only attended Annual Council once for any local), and two seats will be reserved for equity deserving-members.
3. The Halifax City Local members in attendance at the general meeting shall select by ballot vote the delegates/alternates and one observer (who has never attended council for any local) at the Halifax City Local meeting in January.

4. A waitlist will be established based on the number of votes received. Individuals with the highest number of votes will be placed at the top of the list, followed by others in descending order.
5. Delegates, alternates and the observer will be expected to attend all local meetings after they are elected and until Annual Council takes place.

13.00 HALIFAX CITY LOCAL BEACON AWARDS

1. The Halifax City Local shall allocate funds (\$1,000 dollars) annually to allow for the awards to honour its members who have demonstrated progress and positive change in unionism through adoption of the budget at the AGM.
2. The Local Nominating Committee will administer this award following the guidelines established by the local executive.
3. The Local Executive shall approve the recipients.
4. The recipients will be honoured at a designated Local event or meeting.

14.00 BENEVOLENT FUND

1. The Benevolent Fund provides financial support to Halifax City Local NSTU members experiencing unexpected personal hardship. Assistance is intended for short-term, urgent needs and is granted on a confidential, case-by-case basis.
2. Members may apply in writing to the local president in writing. All identifying criteria will be removed and then presented to the local signing officers who will approve or deny the request.
3. The Halifax City Local NSTU shall budget three thousand dollars (\$3,000) for this fund on an annual basis.

15.00 MEMBERSHIP REGISTRY AND ALLOCATION OF FUNDS/GRANTS/PRIZES

1. The Halifax City Local NSTU uses the Nova Scotia Teachers Union membership registry to validate membership in the Halifax City Local before local fund requests are allotted. Only members who are on the registry will be considered for any funding/grants/prizes.

16.00 NSTU EMAIL COMMUNICATION

1. The Halifax City Local NSTU shall only communicate with members using non-employer email.
2. Halifax City Local members who apply for funds and the like using employer email (HRCE OR GNSPES) will not be considered.

3. The Halifax City Local NSTU Executive members with paid NSTU email addresses shall use these email addresses for official communications.

17.00 AMENDMENTS TO OPERATIONAL PROCEDURES

1. Procedures for amending Operational Procedures are outlined in the Halifax City Local Constitution under Article XIII.
2. The Local Operational Procedures shall be automatically reviewed every three (3) years with the last review occurring in May 2026.

Appendix A: List of Halifax City Local Educational Sites

All City Music
Burton Ettinger
Central Spryfield
Chebucto Heights
Citadel High
Clayton Park
Cunard
Duc d’Anville
Elizabeth Sutherland
Fairview Heights Elementary and Annex
Fairview
Gorsebrook
Grosvenor-Wentworth Park
Halifax Central
Halifax West
Highland Park
Inglis
J.L. Ilsley
John W MacLeod-Flemming Tower
Joseph Howe
Le Marchant St. Thomas
Oxford
Park West
Rockingham
Rockingstone Heights
St. Mary’s
Sir Charles Tupper
Springvale
St. Agnes
St. Catherine’s
St. Joseph’s Alexander McKay
St. Stephen’s
Westmount

APPENDIX B: Halifax City Local Gil Oickle Student Bursary

The Halifax City Local awards 20 student bursaries in the amount of \$500 each to children of members in the Halifax City Local. The winners will be selected at the AGM in June through a random lottery draw.

1. Eligibility:

- Students parent/guardian must be a member of the Halifax City Local.
- Student will be enrolled in a post-secondary institution for the coming academic school year (2027-2028).
- Student must provide proof of enrolment.
- Student may only receive the bursary once per degree.
- Bursary will be paid via cheque, in the student's name. Please ensure that the mailing address is complete and correct on the application.
- **Applications** will open April 1st, 2027. The deadline for **applications** is May 31st, 2027.

2. Additional Information:

- Should a student bursary be awarded, additional information will be required before funds can be released. Once this information is received and verified cheques will be generated.
- If a student decides not to attend post-secondary, please advise halifaxcitypd@nstu.ca.
- If proof of enrollment and proof of payment is not received by the designated day, funds will be allocated to alternates.
- An acceptance letter is not sufficient proof of enrollment.

APPENDIX C: Halifax City Local Professional Development Grant Guidelines

The Halifax City Local has various grants available to members. Please review the guidelines carefully while applying. All applications will be through Google Form found on the website. Here is a list of what is available:

- Conference Funding: 50 to be granted on a first come first serve basis during each of the guidelines timelines.
 - **Applications for Fall conferences** will be live July 1st. (30)
 - **Applications for Spring conferences** will be live January 1st. (20)
- Halifax City Local Gil Oickle Student Bursary: 20, drawn at the June AGM. **Applications** will be live April 1st.
- Member Project Grants:
 - **Truth and Reconciliation grant**: September 30, 2026 @ 4:00pm
 - **Fall grant**: October 30, 2026 @ 4:00pm
 - **Disrupting Anti-Black Racism grant**: November 30, 2026 @ 4:00pm
 - **Spring grant**: March 30, 2027 @ 4:00pm

Conference funding

The Halifax City Local provides additional funding for National and/or International conferences. You can apply for up to \$1000.00 of additional funding.

Eligibility:

All permanent, probationary, and term teachers, who are Halifax City Local members, may apply for a PD Conference Grant.

An individual can only be awarded a conference grant once in a two (2) year period; this grant is intended to supplement HRSB-NSTU Article 60 Professional Development Conference funding.

1. All correspondence with the PD Committee will be via halifaxcitypd@nstu.ca.
2. All emails and inquiries must come from a non-employer email account. Emails from **HRCE** or **GNSPES** will not receive a response.
3. 50, one-thousand-dollar (\$1000) grants per guideline timelines will be awarded on a first-come first-serve basis for each of the conference application periods. Should unused funds remain at the end of the first application period, it will be added to the second application period.
4. Conference funding **applications** for conferences that have an **end date** between August 1st, 2026 and February 28th, 2027, will be accepted as of the 1st of July 2026. 30 will be awarded.

5. Conference funding **applications** for conferences that have an **end date** between March 1st, 2027 and July 31st, 2027 will be accepted the 1st of January 2027. 20 will be awarded.
6. Should funds be exhausted, a waitlist will be maintained for conferences.
7. Members must apply for HRCE-NSTU Article 60 Professional Development Conference funding before applying to this committee (unless their Article 60 funds are depleted).
****Please ensure that you use ALL your Article 60 funds before you submit your receipts to the Local.**
8. Applications are available on the Halifax City Local website - **Local Grants**
9. The applicant will receive notification of approval including a reimbursement form, in an approval email. Please keep a copy of this email for your records.

Distribution of funds:

1. How to claim:

- A Google Form will be sent to you when you are awarded a grant to submit your reimbursement information.
- All correspondence will be with halifaxcitypd@nstu.ca.
- Please use the provided reimbursement Google Form (this was sent with your acceptance email).
- A copy of the registration must be included in your package as proof of conference attendance.
- Ensure that you attach original itemized receipts (no credit card or debit slips) and your proof of exchange rate if spent in foreign currency. Scan this paperwork in one document and send it to halifaxcitypd@nstu.ca.
- Please scan a copy of your Article 60 package in a separate document and send it to halifaxcitypd@nstu.ca.
- DO NOT claim any expenses already provided for by the Article 60 fund. An attempt to “double dip” will result in a denial of funds. On the reimbursement form you will need to identify what you claimed through article 60 and provide a copy of your receipts.

2. Things you can claim:

- Registration: A copy of the registration **must** be included in your package as proof of conference attendance (even if it is not being claimed through the Local).
- Travel: Please include your flight itinerary with your receipt.
- Accommodation: Receipts must be in the name of the applicant.
- Ground Transportation (Taxi, Uber, car rental): Reimbursement needs to be for reasonable travel/car rental. Ex: from airport to accommodations and back, accommodations to conference venue and back, to and from food establishments at a reasonable distance.
- Meals: The maximum amount claimable for meals **WITH RECEIPTS** is: Breakfast - \$12, Lunch - \$18, Dinner - \$30, per day.
- Itemized receipts are mandatory for claiming meals.
- There is no reimbursement for any alcoholic beverages.
- If sharing expenses, please provide a letter signed by all parties involved including the cost breakdown as well as your receipts.

3. Timeline:

- You must complete the Google Form and send it along with the reimbursement form no later than **four (4) weeks** after the event or the funds will be reallocated to another member.
- If an approved applicant cannot participate or attend a conference, they must notify the PD Committee Chair at halifaxcitypd@nstu.ca, **one month** prior to the conference date. Failure to do so will result in the assumption that the grant has been accepted and therefore a denial of a grant in the next budget year.

The applicant assumes full responsibility to meet the deadlines and ensure all documentation is completed in its entirety and submitted to the Halifax City Local PD Committee by the appropriate deadlines.

**** You will have one chance to complete this properly. ****

**** Under no circumstances will a conference be funded without pre-approval. ****

Please remember that the VP or Professional Development and the Committee members work as full time teachers. Applicants will have one opportunity to submit their reimbursement

packages. Please don't hesitate to send any questions about your submission to halifaxcitypd@nstu.ca to avoid mistakes.

Member Project Grants

Member Project Grants is for members who are looking to enrich their professional practice or student learning via an innovative project. This grant is to support the purchase of resources required to realize this goal when funds are not available by any other means (Book Bureau, instructional budget, or capital funding).

Things to consider:

1. Applicants must be permanent, probationary, or term members of the Halifax City Local.
2. Teachers may request a maximum of \$350 to fund a project in part or in whole.
3. Each project requires its own application.
4. The grant is awarded to be used in the same school year.
5. To target some topics that are important to our Local, we will award 5 grants for projects targeting Truth and Reconciliation and Disrupting Racism. **The following dates are the deadlines for applications:**
 - **Truth and Reconciliation grant**: September 30, 2026 @ 4:00pm
 - **Fall grant**: October 30, 2026 @ 4:00pm
 - **Disrupting Anti-Black Racism grant**: November 30, 2026 @ 4:00pm
 - **Spring grant**: March 30, 2027 @ 4:00pm
6. Preference will be given to those that have not received a project grant within the last two years.
7. Preference will be given to projects of non-consumable nature.
8. The resources purchased for the project remain the personal property of the member.
9. Any changes to the proposal must be approved prior to the distribution of funds.
10. Application must be received by the deadline and be filled out in their entirety to be considered.

11. The grant is reimbursed. Teachers must send in itemized receipts to be eligible; all receipts are kept on file. Receipts must be received within 6 weeks of grant approval or the grant will be re-distributed to a member on the waiting list.

Considerations:

- Resources that can be purchased from the Nova Scotia School Book Bureau will not be funded. Please check the website at: (**NS Book Bureau**).
- This grant will not cover workshops, honoraria (with the exception of; for guest speakers or presenters for the Anti-Racism or Truth and Reconciliation Grants). It cannot be used for substitute coverage or conferences. Please refer to Article 60 Conference Funding or the Article 60 In-service Promotional Grant should funds for such items be required (found on ViewPoints). You are encouraged to consider alternate sources of funding such as the NSTU Provincial Grants like PDAF or Sheonoroil for projects with a major cost. (**NSTU**).

APPENDIX D: Halifax City Local Wellness Grant Guidelines (when offered)

Read the guidelines for the Halifax City Local NSTU Wellness Grant and then please fill out the form to apply. Each school is eligible to receive up to (amount to be determined when offered) dollars per NSTU member registered on their registry. Only one rep per school can submit a proposal. The grant money is to be used for something to help with staff wellness. Grants will be disbursed first come first served.

Please note that you will be reimbursed with your grant money **only after you submit a receipt matching your proposal**. If you require your grant money up front, please contact halifaxcitylocal@nstu.ca to make arrangements. Please note that submissions will only be accepted **until date NSTU Wellness Grant – Application Guidelines**.

1. Purpose of the Grant:

- Support initiatives that promote member well-being, including physical, mental, emotional, and social wellness.
- Encourage activities that build positive school culture, reduce stress, and enhance overall workplace wellness.
- Prioritize projects that benefit groups of members, not individuals.

2. Eligibility:

- Applicant must be submitted by ONE Halifax City Local NSTU representative.
- Funding must be used for wellness-focused activities like yoga or zumba (not curriculum, classroom supplies, or student-directed initiatives).
- Activities must take place within the current school year.

3. Examples of Eligible Activities:

- Wellness workshops (e.g., mindfulness, stress management, yoga).
- Team-building or staff-connection activities.
- Healthy living initiatives (e.g., walking groups, nutrition sessions).
- Wellness resources for staff rooms (e.g., relaxation tools, ergonomic supports).
- Guest speakers or facilitators related to staff well-being.

4. Ineligible Uses:

- No alcoholic beverages can be purchased using wellness grant funds.

- Student-focused activities.
 - Gifts, prizes, or honoraria not tied to wellness programming.
 - Capital purchases (e.g., furniture, appliances) unless directly tied to wellness.
- 5. Application Requirements – Applicants should provide:**
- **Project description/Wellness rationale:** What you plan to do and how the activity supports staff well-being.
 - **Timeline:** When the activity will occur.
 - **Budget breakdown:** Itemized costs and total amount requested.
 - Number of NSTU members on the school registry.
 - Name of School.
- 6. Funding Amounts:**
- Each school can receive the **amount TBD** per NSTU member **registered on their registry.**
- 7. Reporting Requirements – After the activity, recipients must submit:**
- Receipts
 - Photos (optional, if members consent)
- 8. Selection Criteria – Applications are assessed based on:**
- Activities must contribute to staff wellness
 - Budget appropriateness
- 9. Deadline & Submission:**
- Applications must be submitted by **[insert date]**.
 - Late applications may be considered only if funds remain.
 - Submit to VP of Social & Wellness halifaxcitysocwell@nstu.ca or via form.

APPENDIX E: Halifax City Local Beacon Awards guidelines

Each year the Halifax City Local NSTU VP of Communications (PA/PR) will send out a nomination form for Halifax City Local members to nominate their colleagues for a Halifax City Local NSTU Beacon Award. The Beacon Awards recognize Halifax City Local members who strengthen our union through their leadership, collaboration, and commitment to a positive school community. These awards celebrate members who uplift others, foster connection, and embody the values of the NSTU.

1. Award Criteria:

Nominees should demonstrate one or more of the following:

- Leadership in Positive Change — actively contributes to improvements in their school, local, or union community through initiative, creativity, or advocacy.
- Promotion of Collaboration and Solidarity — fosters a sense of unity, teamwork, and mutual support among colleagues.
- Commitment to Member Well-Being — supports the professional and personal well-being of fellow NSTU members, helping create a healthy and respectful workplace culture.
- Constructive Problem-Solving — approaches challenges with optimism, professionalism, and a solutions-focused mindset.
- Contribution to a Positive School Climate — helps build an environment where staff feel valued, respected, and empowered.
- Modeling Union Values — demonstrates integrity, fairness, and dedication to the principles of unionism.

2. Eligibility:

- Nominees must be active members of the Halifax City Local NSTU.
- Contributions may be formal or informal, visible or behind the scenes.
- Members may be nominated by colleagues, administrators, or themselves.

3. Selection Process:

- The Local Nominating Committee will review nominations using the criteria above.
- The Local Executive will approve final recipients.
- Award recipients will be recognized at the designated Local event or meeting.



Halifax City Local NSTU – Beacon Award Application

Purpose: The Halifax City Local Beacon Awards recognize members who demonstrate leadership, collaboration, and a commitment to strengthening unionism and positive school culture. Up to **\$1,000** is allocated annually for these awards. Each award will be valued at \$200. *Self-nominations are welcome.*

Nominee Information

Nominee Name:

School / Worksite Position:

Email:

Phone (optional):

Nominator Information

Your Name:

School / Worksite:

Email:

Phone (optional):

Relationship to Nominee:

Award Criteria:

Please describe how the nominee demonstrates one or more of the following. Provide specific examples where possible.

Leadership in Positive Change (Improving their school, local, or union community through initiative, creativity, or advocacy.) Response:

Promotion of Collaboration and Solidarity (Fostering unity, teamwork, and mutual support among colleagues.) Response:

Commitment to Member Well-Being (Supporting the professional or personal well-being of fellow NSTU members.) Response:

Constructive Problem Solving (Approaching challenges with optimism, professionalism, and a solutions-focused mindset.) Response:

Contribution to a Positive School Climate (Creating an environment where staff feel valued, respected, and empowered.) Response:

Modeling Union Values (Demonstrating integrity, fairness, and dedication to union principles.) Response:

Additional Comments (Optional) Is there anything else you would like the committee to know about this nominee? Response:

Eligibility Confirmation (Please check all that apply):

- ☐ The nominee is an active member of the Halifax City Local NSTU.
- ☐ The contributions described may be formal or informal, visible or behind the scenes.
- ☐ I understand that the Local Nominating Committee will review nominations and the Local Executive will approve final recipients.

Submission:

Please submit completed applications to: halifaxcitycomms@nstu.ca. Recipients will be honoured at a designated Local event or meeting

APPENDIX F: Halifax City Local Election Guidelines

In addition to the criteria set out in the Halifax City Local Constitution and Operational Procedures, the following are guidelines for elections:

Local President Election

- Campaign materials will be produced at the candidates' personal expense.
- Candidates will be able to claim up to \$500 for the reimbursement of campaign expenses. Receipts for expenditures must be provided to the Nominating & Finance Chairs.
- Candidates will start campaigning only after the close of nominations & with the approval of the Nominating Chair.
- Candidates may use their personal social media to campaign as long as they abide by the NSTU Code of Ethics and use appropriate social media etiquette. Social media posting should not take place during school hours.
- No in-person school visits for the purpose of campaigning are allowed.
- Candidates can make a video to be shared with members.
- Candidates are allowed to have a Slides/PowerPoint presentation during their speeches.

Results of the Election

- The election will take place via universal suffrage at school sites.
- Candidates will be informed by telephone by the Nominations Chair, within a reasonable amount of time, after the polls close as to the results of the election.
- The results will be announced to the membership through email, through social media, and at the next Local meeting following the election published in the Nominating Report.

Other Local Executive Elections

- Campaign materials up to \$100 will be reimbursed with proper receipts.
- Candidates are allowed to have a Slides/PowerPoint presentation during speeches.

APPENDIX G: FINANCIAL GUIDELINES FOR BUDGETING AND RECORD KEEPING FOR COMMITTEES, EVENTS, & ACTIVITIES

1. Committees shall submit a planned budget to support the next year's Local plans when requested by the Finance Committee.
2. Each Committee or event coordinator shall operate according to a planned budget, shall keep meeting minutes and shall account for their allotted funds to the membership in their reports.
3. Committees and event coordinators shall create a proposed budget for each activity, preferably based on similar activity held in the past or research done to provide reasonable estimated costs. Where possible, this proposed budget should be in meeting minutes and/or reports.
4. In the minutes, an event summary shall be recorded after the event takes place. Include where applicable:
 - Name and brief description of event
 - Date, time, and place
 - Breakdown of expenses incurred:
 - Include previous year(s) costs – 2 years is ideal
 - Fees for registration or participation
 - Rental costs
 - Travel or transportation costs
 - Meals or snacks
 - Materials or supplies
 - Honoraria / salaries
 - Other costs
 - The person responsible for the organization of the event or the person overseeing the activity
 - Name of presenter(s)
 - Number of participants
 - Feedback received and suggestions for future similar events



APPENDIX H: Halifax City Local NSTU – Executive Device Responsibility Agreement

Purpose: Halifax City Local NSTU may issue laptops or other digital devices to Executive members for the purpose of carrying out union duties. This agreement outlines expectations for responsible use, care, and return of the device.

1. Device Ownership:

- The device remains the property of **Halifax City Local NSTU**.
- It is provided solely for **union-related work** and professional responsibilities connected to your Executive role.

2. Care and Security:

- You agree to take reasonable care of the device, including:
 - Keeping it secure when not in use
 - Protecting it from damage, theft, or loss
 - Using a protective case or bag when transporting it
- Any damage, malfunction, or loss must be reported to the Local President or Treasurer as soon as possible.

3. Acceptable Use

- Use of the device must follow:
 - NSTU policies
 - FOIPOP and student-privacy requirements
- Personal use should be minimal and must not interfere with union work or violate any policies.

4. Software and Data

- Only approved software may be installed.
- You are responsible for ensuring files are stored securely and do not contain sensitive member information unless properly protected.
- No unauthorized sharing of member data is permitted.

5. Return of Device

- The device must be returned:
 - At the end of your Executive term
 - If you resign from your position
 - If requested by the Local President or Treasurer
- Devices should be returned in reasonable working condition, allowing for normal wear and tear.

6. Acknowledgement

By signing below, you acknowledge that you have read, understand, and agree to the expectations outlined in this agreement.

Executive Member Name:

Signature:

Date:

Device Issued (make/model/serial):

APPENDIX I: Halifax City Local Benevolent Fund

The Benevolent Fund will exist when funds are provided in the Halifax City Local Budget for any fiscal year.

1. The Halifax City Local Benevolent Fund provides assistance to an Active Member where there is little or no financial coverage or protection through salary/wages, sick leave, long-term disability, insurance benefits, credit union/banks etc.
2. Requests should be in writing to the President of Halifax City Local. halifaxcitylocal@nstu.ca
3. The Halifax City Local signing officers shall review any Benevolent Fund Requests. The maximum amount of a single grant shall not exceed seven hundred fifty dollars (\$750.00).
4. Members are not permitted to access the fund in the fiscal year immediately following access of the fund.

Please Note: This application will remain confidential; all identifying information will not be shared with the signing officers nor the Local Executive. The only two (2) Executive members to know who is requesting the fund are the Local President and the Local Treasurer as we need two (2) signatures on all cheques.

Name:

Phone #:

Home School:

Non-employer Email address:

Complete Mailing Address:

Please outline the reasons for the request:



APPENDIX J: Halifax Region NSTU Office Key / Fob Issuance Agreement

Name of Executive Member:

Position:

Local:

Position:

Email:

Date Issued:

Item Issued (check all that apply):

- ☐ Office Key
- ☐ Office Fob # _____
- ☐ Office Card # _____
- ☐ Storage Closet Key and Location: _____
- ☐ Other (specify): _____

Picture of Executive Member

Terms of Use

1. Responsibility for Security

The key and/or fob issued to you provides access to the Halifax Regional Local NSTU office. You are responsible for ensuring these items are stored securely and used only for authorized NSTU business.

2. Non-Transferability

Keys and fobs may not be shared, duplicated, or loaned to any other individual under any circumstances.

3. Reporting Lost or Stolen Items

If a key or fob is lost, stolen, or suspected to be compromised, you must report it **immediately** to the Halifax County Local NSTU President. A replacement will only be issued after this notification.

4. Return of Items

All keys and fobs must be returned upon the end of your term, resignation, or when requested by the Halifax County Local NSTU President or Dartmouth/Halifax City Local Presidents.

5. Replacement Costs

Replacement keys or fobs may be subject to a fee, depending on vendor or system requirements.

Acknowledgement

I acknowledge that I have received the above-noted key(s) and/or fob and agree to comply with all terms outlined in this agreement.

Signature: _____ **Date:** _____

Issued By: _____ **Date:** _____



APPENDIX K: Halifax City Local NSTU – Executive Confidentiality Agreement**

As an Executive member of the Halifax City Local NSTU, I understand that I may have access to sensitive information about members, schools, HRCE processes, and union operations. To protect members and uphold the integrity of the Local, **I agree to the following: Confidentiality Expectations:**

- I will keep all sensitive information shared in Executive meetings, emails, documents, or conversations confidential.
- I will not share member issues, staffing matters, or internal discussions outside the Executive unless authorized.
- I will protect documents and digital files containing confidential information.
- I will respect member privacy and follow all NSTU and HRCE privacy expectations.
- I will seek clarification if I am unsure whether information is confidential.

Use of Information:

Confidential information will only be used to carry out my Executive responsibilities and support members appropriately.

Duration:

My obligation to maintain confidentiality continues during my term and after I leave the Executive.

Acknowledgement:

I understand that breaches of confidentiality may result in review by the Local Executive and further action if required.

Executive Member Name:

Signature:

Executive Position:

Date: