

**North Central Teachers' Convention Association
of The Alberta Teachers' Association**

POLICY AND STANDING RULES

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*The month and year of effective changes to dollar figures will be shown in square brackets.

1. CONVENTION SESSIONS

- 1.1 Convention sessions will support the Mission and Vision of teachers' conventions.
 - 1.1.1 Highlight initiatives of the Alberta Teachers' Association related to teaching and learning.
 - 1.1.2 Enhance teachers' professional practice related to the Teaching Quality Standard and Descriptors for Principal Quality Practice.
 - 1.1.3 Promote public education as defined by The Alberta Teachers' Association.
 - 1.1.4 Enhance the image of the teaching profession.
 - 1.1.5 Promote the expertise of Specialist Councils of the Alberta Teachers' Association.
 - 1.1.6 Consider the expertise of external PD partners.
 - 1.1.7 Include sessions involving authorized curriculum resources.
 - 1.1.8 Are in keeping with ATA policy directions.
- 1.2 Avoid alignment with any political party.

2. POLICY SETTING

- 2.1 The President shall appoint an ad hoc committee made up of the Past president and at least two board members to review the Policies and Standing Rules annually.
- 2.2 The convention board shall set and revise policy upon the recommendation of this ad hoc committee.
- 2.3 Policy may be changed by a notice of motion submitted in writing, at least 45 days prior to the next board meeting, by the executive or by a board delegate and passed by two-thirds of the board.

3. CONVENTION DATE

- 3.1 The convention shall be held on a Thursday and Friday in February (usually the first full week in February), as set by the Alberta Teachers' Association.

4. CONVENTION PLANNING GUIDELINES

- 4.1 The Director of Program, Program Co-Chair and the program committee shall be responsible for planning and organizing the convention.
- 4.2 The executive committee shall be responsible for overseeing all decisions made by the executive members and their committees.
- 4.3 A total of 45 days' release time from teaching duties in each convention year shall be

allowed, subject to the approval of the relevant school board, for the executive committee. This does not include the following days that executive members must attend: scheduling day, pre-conference day and post-conference day and also PDAC for the President and Vice President Director of Program.

- 4.4 The convention shall have a minimum of four Featured Speakers.
- 4.5 The template shall include a sufficient number and a variety of sessions to accommodate the number of attendees on each of the two convention days.

5. FEE & EXPENSE GUIDELINES FOR SPEAKERS AND CHAIRPERSONS

5.1 Speakers' fees (see Appendix 1 for fee schedule):

- 5.1.1 The maximum fee for a featured speaker shall not exceed the set amount (Canadian funds). Any exceptions to this policy must be approved by the Board.
- 5.1.2 The total cost of featured speakers shall not exceed 60% of the amount budgeted for speaker fees for the entire program within one budget year. [March 2008]
- 5.1.3 There is a set fee for a one-hour session, on and a half hour, a two-hour session, a three hour or half day session and for a full day session.

5.2 Speakers' expenses

- 5.2.1 Speakers from outside the convention area may be offered transportation, accommodation, meal expenses and costs related to release time, as approved by the program committee.
- 5.2.2 Speakers who do not receive a fee or expenses may be given a gift card or a token of appreciation.
- 5.2.3 Speakers from the member locals will not be offered transportation, parking, meal or accommodation expenses; they will receive the gift mentioned in 5.2.2.
- 5.2.4 No fee, expenses or gifts shall be offered to speakers that are employees of the ATA and/or the Government of Alberta.

NCTCA will follow indigenous protocol in consultation with the ATA. Gifts may accompany protocol as a symbol of appreciation.

- 5.3 The expenses of chairpersons for sessions held off-site must be supported by original receipts and submitted for reimbursement to the treasurer/finance manager. In cases where more than one speaker or chairperson is involved, financial arrangements must be made with the Treasurer/Finance manager or Director of Program.

- 5.4 Members of the Program Committee may receive the token of appreciation gift as per 5.2.2.
- 5.5 Office staff may be hired to work during convention.

6. THE FINANCE AND BUDGET COMMITTEE

- 6.1 The committee shall consist of the treasurer/finance manager, the Past President and two Board members to:
 - 6.1.1 review and make recommendations to the executive regarding the proposed annual budget; and
 - 6.1.2 review the annual financial statement; and
 - 6.1.3 review the assistant to the executive's and finance manager's salaries annually.

7. REGISTRATION AND PAYMENT OF CONVENTION FEES

- 7.1 The convention fees are set per year for all full-time and part-time members. No refunds are to be made to locals or teachers who leave employment before convention. (see Appendix 1)
 - 7.1.1 The convention fee shall increase by \$5 plus GST each year for each active member employed on full-time or part-time basis, effective for the following Convention. [June 2011]
 - 7.1.2 The increase will be subject to review annually by the finance committee and announced at the first board meeting after convention.
 - 7.1.3 Changes to the set convention fee beyond the value outline in 7.1.1 shall be proposed as a notice of motion at the first board meeting after the convention.
- 7.2 The member locals shall remit 30% of the required Convention fee based on the previous year's teacher count by the end of October with the remainder based on current year's teacher count to be paid at the end of January.
 - 7.2.1 Locals have the option to submit to the convention association 1/6th of the annual convention fee beginning March 1st based on the number of full-time and part-time teachers used to calculate the local fee rebate.
- 7.3 Board representatives are required to provide member count for billing purposes. The member count for payment of fees shall be the count as provided by board delegates all locals in the board data collection form.

- 7.4 In rare cases, convention associations and their member-locals may request permission from the executive secretary or their designate to invite other non-members (such as school board trustees or MLAs) to participate in or observe specific convention activities.
- 7.4.1 Additional guests may be invited, subject to the approval of the President. At the discretion of the president, such guests may or may not be charged the non-member registration fee.
- 7.5 Payment of convention fees constitutes the official registration for all attendees.
- 7.6 Supplementary fees may be approved by the program committee and these fees shall be collected in advance from individuals or local authorities.
- 7.6.1 No refunds for registration cancellations in pre-registered sessions under \$10 will be given; a 10% cancellation fee will be withheld from pre-registration opening date until January 15 of the current convention year. No refunds will be given after January 15 unless the program committee has cancelled the pre-registered session. [October 2010]
- i. In case of extreme circumstances, the participant may receive a refund upon review by the Program Chair, Co-Chair and President.
- 7.6.2 Full refunds will be made if a session has been cancelled.
- 7.7 Substitute teachers (including retired teachers) working in the NCTCA convention area are welcome to attend free of charge.
- ~~7.8~~ Student teachers who are participating in practicums in the NCTCA area at the time of the convention may attend provided that they have the identification bracelet obtained from their college or university's student local or from their practicum facilitator.

8. EXHIBITS

- 8.1 All exhibits are to be arranged by the director of exhibits.
- 8.2 For-profit exhibit booths and not-for-profit booths shall pay the outlined set fee including GST for the two days of the convention. (see Appendix 1)
- 8.2.1 The price per booth shall be reviewed annually with consideration of other conventions. (see Appendix 1)
- 8.3 Cancellation refund schedule
- 8.3.1 Once accepted, the exhibitor will have 45 days to pay the deposit or their booth will be released, and their application will be cancelled.

- 8.3.2 No refunds for exhibitor booths will be given after January 15 of the convention year.
- 8.3.3 A 10% cancellation fee will be withheld for cancellations made before December 15 of convention year.
- 8.3.4 A 25% cancellation fee will be withheld for cancellations made between December 16 to January 15 of the convention year.
- 8.4 Preference will be given to vendors who promote the teaching profession or public education.
- 8.5 Exhibitors must clearly state what is going to be sold or promoted on the application to exhibit form.
 - 8.5.1 Religious exhibits and controversial subject matter, so long as it supports the Alberta Program of Studies will be reviewed and approval is at the discretion of the executive.
 - 8.5.2 Applications from companies that sell, promote or display products and information that violate ATA policy or damage the image of the teaching profession or public education will not be accepted.
- 8.6 Exhibitors will take into consideration the safety of convention delegates.
- 8.7 Consideration will be given to the Association's business partnership with Morgex Insurance and Capital Estate Planning.
 - 8.7.1 Other financial services will be vetted by the ATA.
- 8.8 Signs based on legal advice regarding disclaimers for exhibits will be prominently posted at the exhibits site.

9. SCHEDULE OF EXPENSE PAYMENTS FOR MEETINGS

- 9.1 Members shall be paid subsistence for meetings. (see Appendix 1)
- 9.2 Return mileage shall be the rate set by the Alberta Teachers' Association.
- 9.3 Hotel accommodation will be provided for one night if residence is more than 200 km from the meeting site or if the meeting begins at 8:00 a.m. or earlier.
- 9.4 If a hotel stay is required, the treasurer will reimburse up to the maximum allowed supported by original receipts (see Appendix 1). If a receipt is not provided, the member will be reimbursed the minimum fee.
- 9.5 If a hotel stay is required, an evening meal, morning meal (provided it is not included in the room rate) and lunch may be claimed. (see Appendix 1)

- 9.6 In the event a full day board meeting, a member who attends from a distance of 300 km or more is entitled to a maximum of two night's accommodation and meal according to the fee schedule in Appendix 1.
- 9.7 The claim for any single meal shall not exceed the maximum amount (see Appendix 1) and claims for alcoholic beverages will not be honoured.
- 9.8 All claims for meals and accommodation must be supported by receipts.
- 9.9 Other expenses may be approved by the executive committee.

10. CONVENTION BOARD EXECUTIVE HONORARIA, SUBSISTENCE AND EXPENSES

- 10.1 Each executive member shall receive an annual honoraria according to the set fee schedule. (see Appendix 1)
- 10.2 Subsistence shall be paid to each executive member listed in 10.1 on a monthly basis, to cover expenses for use of personal internet, phone, printer, related office supplies used to fulfil executive duties. (see Appendix 1)
- 10.3 Contracted support staff that assist with convention administration organization and operation will be paid a monthly allocation. (see Appendix 1)
- 10.4 Elected members of the executive are encouraged to attend another convention or conference during the year they serve in office and will be reimbursed for travel, accommodation, registration and substitute teacher according the Fee schedule on Appendix 1.
 - 10.4.1 First-year members of the executive are encouraged to attend an Alberta teachers' convention; those who have served two or more years may attend a teachers' convention, specialist council conference or subject specific conference.
- 10.5 All members of the executive committee shall be provided with password protected and encrypted laptop computers.
- 10.6 Upon retirement from the executive committee, executive members computers remain the property of the NCTCA and will be disposed of according to ATA policy.
- 10.7 All computers will be replaced as needed. Old computers will be disposed of as per ATA policy.

11. DISCRETIONARY EXECUTIVE FUND

- 11.1 The executive may, at its discretion, purchase a gift for board members on exceptional occasions, for long standing board members (10 years service or more) or for executive members who retire from the board.
- 11.2 An Honorary President may be selected for nominations for a person that has been, actively involved in NCTCA as a board or executive member for 10 years or more.
 - 11.2.1 The following expenses will be covered for the Honorary President and one guest:
 - Room for 2 nights
 - Parking
 - Friday Partners in Education luncheon for 2 and access to host room during convention
 - The honorary president will receive a gift (value not to exceed \$150)

12. ALTERNATE PROFESSIONAL DEVELOPMENT ACTIVITY

12.1 Convention Attendance

- 12.1.1 Teachers have a legal, as well as professional, obligation to attend their annual teachers' convention. Teachers are paid for the two convention days because these days are defined in Section 78 of the *School Act* as part of the school year. As well, the ATA, through convention associations, has the responsibility for authorizing, planning, conducting and evaluating annual teachers' conventions for its members.
- 12.1.2 Discipline charges can and have been brought against teachers who fail to attend their annual teachers' convention.

12.2 Alternate Professional Development Activities

Notwithstanding the obligation to attend their annual teachers' convention, teachers may request permission to be absent from the annual convention to attend alternative professional development activities scheduled at the same time. The following procedures are to be followed.

12.2.1 Criteria

Without limiting the power of the convention attendance committee or the convention board, possible criteria for judging requests are:

- (a) The activity must be an organized professional development activity. (This excludes professional reading, discussion with colleagues, school meetings, university courses, etc.)
- (b) The activity must be an extraordinary professional development opportunity that could not be accessed by the teacher at another time.

- (c) The alternative activity must have some relevant professional development session not included in the convention program.
- (d) School trips such as ski trips or field trips, although worthy enterprises, do not qualify as professional development activities.

12.2.2 Requests

- (a) The past president shall appoint two other executive members, other than the president, who shall become the convention attendance committee as outlined in the Constitution.
- (b) Requests to attend alternative professional development activities must be submitted in writing to the past president. The past president must receive such requests no later than twenty (20) days prior to Convention. [October 2012]
- (c) The convention attendance committee will rule on each request and inform the teacher of its decision as soon as possible. A written reply advising of acceptance or non-acceptance will be sent and the non-acceptance will include a brief statement of rationale.

12.2.3 Appeals

- (a) The appeals committee shall consist of the president and two other executive members who were not on the convention attendance committee.
- (b) The teacher may appeal the decision of the convention attendance committee to the appeals committee no later than five (5) days prior to Convention. [October 2012]
- (c) A teacher appealing the decision of the convention attendance committee to the appeals committee shall submit reasons in writing.
- (d) The decision of the appeals committee is final.

12.3 Other Absences from Convention

12.3.1 Other legitimate absences from convention such as illness, compassionate leave, medical appointments, etc. must be dealt with following the usual procedures as outlined in each teacher's collective agreement. For these matters, the convention days must be treated as regular teaching days for attendance purposes.

5. FEE & EXPENSE GUIDELINES FOR SPEAKERS AND CHAIRPERSONS

5.1 The fee schedule for speakers should be as follows

		<u>Last Reviewed</u>
5.1.1 Feature speakers (maximum)	\$35,000	(May 2021)
5.1.3 one hour session	\$300	(May 2021)
one and a half hour	\$340	(May 2020)
two hour session	\$375	(May 2021)
three hour session (half day)	\$425 - \$475	(May 2021)
full day session	\$700	(May 2021)
5.2 Speaker's expenses		
5.2.2 the gift shall not exceed	\$50	(after 2006 before 2009)
5.3 Claim for Chairperson	\$50	(May 2020)
5.4 Program Committee member gift	\$50	
5.5 Office workers		
Experienced	\$500	(May 2020)
Inexperienced (1 st year)	\$400	(May 2020)
Parking (with receipts)		(February 2007)

6. REGISTRATION AND PAYMENT OF CONVENTION FEES

7.1 The convention fee	\$75 + GST	(April 2016)
7.5 Guest registration	fee set by ATA administrative guidelines	
7.9 Substitute teachers	\$0	(April 2016)

8. EXHIBITS

8.2 For profit booth (regular)	\$575	(February 2019)
For profit booth (corner)	\$625	(February 2019)
Not-for-profit booth	\$350	(February 2019)

9. SCHEDULE OF EXPENSE PAYMENTS FOR MEETINGS

9.1 Subsistence	\$50	(March 2014)
9.4 Hotel accommodation		
With receipt maximum fee	\$150+GST	(June 2015)
alternate accommodation flat fee	\$50	(May 2020)
9.7 Meals (3)		
With receipt	\$75	(June 2006)
(Breakfast - \$20)		
(Lunch - \$25)		
(Dinner - \$30)		

10. CONVENTION BOARD EXECUTIVE HONORARIA AND SUBSISTENCE

10.1 Total Annual Honoraria shall be		
President	\$1,800	(October 2012)
Past President	\$1,300	(October 2012)
Director of Program	\$1,800	(October 2012)
Program Co-Chair	\$1,300	(May 2020)
Secretary	\$1,300	(October 2012)
Director of Communication and Evaluation	\$1,300	(October 2012)
Director of Exhibits	\$1,300	(October 2012)
Director of Facilities	\$1,300	(October 2012)
10.2 Monthly Subsistence	\$110	(May 2020)
10.3 Contracted Support Staff monthly allocation (reviewed annually)		
Executive Assistant	\$2,250	(March 2020)
Finance Manager	\$1,850	(March 2020)
10.4 Executive member attending another conference	\$2,000	(Prior to October 2011) (May 2021)

11. DISCRETIONARY EXECUTIVE FUND

11.1 Discretionary fund	\$150 (max)
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