

# **CONSTITUTION**

## **of the North Central Teachers' Convention Association of the Alberta Teachers' Association**

### **Motto**

Ignite Inspire Innovate Inquire / *Initier s'Informer Innover Inventer*

### **Mission Statement**

Teachers' conventions support professionalism and enhance student learning by addressing teachers' professional needs, supporting professional collaboration, advancing effective teaching practices and motivating reflective practice by exploring research and emerging educational issues.

The annual teachers' convention shall strive to provide relevant professional opportunities for teachers, which assist them in realizing their individual plans, developing opportunities for increased knowledge, improving teaching practice and renewing commitment to the profession.

### **Vision Statement**

The vision for teachers' conventions of the Alberta Teachers' Association (also referred to as the Association) consists of the following components:

- engaging sessions that focus on enhancing the professional practice and leadership development of teachers;
- professional appearance of the program and proceedings that reflect the high standards of the profession;
- strong support from teachers across the province for their professional organization's annual convention as a time to promote the profession, public education and professional practice;
- effective links to other groups within the Association, as well as to other PD partners, in developing and presenting the program;
- building of leadership capacity and succession within the executive and boards of the convention associations;
- promotion of teachers' conventions as a significant activity of the Association;
- strong support from parents, the media and the general public for teachers' conventions as one way that teachers improve the quality of teaching and support student learning in Alberta.

## **Mandate**

The Alberta Teachers' Association, through its convention associations, assumes full responsibility for planning, conducting and evaluating the annual teachers' conventions held across the province. Because the convention is only one of a number of interdependent professional development forums for teachers, the opportunities provided must be planned so they complement and/or supplement the other components of this comprehensive program.

Given that teacher attendance is obligatory, convention boards should therefore develop annual programs of general interest to teachers at all levels and in a variety of curriculum areas.

The general nature of conventions must be recognized by choosing a relevant theme of broad appeal and by restricting presentations by outside special interest groups. A wide variety of sessions both as to content and format must be provided so that the convention meets the objectives of:

- motivating and inspiring teachers;
- improving teaching skills;
- introducing teachers to new educational ideas;
- increasing teacher knowledge;
- providing opportunities to renew or develop collegial relationships and share ideas, concerns and solutions;
- providing relevant curriculum information;
- exchanging information and ideas regarding current issues in education.

## **1. Definitions**

In this constitution:

- 1.1.** “active member” has the same meaning ascribed to it as in the *Teaching Profession Act*;
- 1.2.** “associate member” means those individuals who are granted associate membership as per the *Teaching Profession Act* and who are eligible to attend convention as approved by Provincial Executive Council;
- 1.3.** “convention association” means the North Central Teachers' Convention Association of the Association;
- 1.4.** “convention board” means a representative body consisting of duly elected or appointed members of the locals forming the convention association who have the right to vote and hold office;
- 1.5.** “convention factotum” means the executive staff officer appointed by the Association's executive secretary to provide support and direction to convention associations;
- 1.6.** “liaison representative” means a person approved by Provincial Executive Council and the convention board to serve in an advisory, liaison and/or consultative capacity on the convention board;

**1.7.** “member-locals” means the following local associations of the Association:

- 1.7.1. Black Gold Teachers’ Local No 8;
- 1.7.2. Elk Island Local No 28;
- 1.7.3. Elk Island Catholic Teachers Local No 21;
- 1.7.4. Evergreen Local No 11;
- 1.7.5. Evergreen Catholic Local No 44;
- 1.7.6. Greater Peace Local No 13 (members working at schools located in High Prairie only);
- 1.7.7. Greater St Albert Catholic Teachers Local No 2;
- 1.7.8. High Prairie Local No 62;
- 1.7.9. Northern Gateway Local No 43 (except for members working at schools located in Valleyview);
- 1.7.10. Parkland Teachers’ Local No 10;
- 1.7.11. Pembina Hills Local No 22;
- 1.7.12. St Albert Public Teachers Local No 73;
- 1.7.13. St Thomas Aquinas Teachers’ Local No 45;
- 1.7.14. Sturgeon Local No 27;
- 1.7.15. Timberline Local No 9 (all members working at schools located in Drayton Valley and Breton);
- 1.7.16. *Unité locale francophone* No 24 (except members employed by *Conseil scolaire FrancoSud*);
- 1.7.17. Wetaskiwin Local No 18;
- 1.7.18. Woodland Rivers Local No 40.

**1.8.** “student members” means preservice teachers who are members of a student local and are registered in a teacher education program at an institution recognized by the Association.

**1.9.** “year” means the convention planning year that begins on approximately April 1 of a calendar year and ends on approximately March 31 of the following calendar year.

**2. Name**

The name of this organization shall be the North Central Teachers’ Convention Association of the Alberta Teachers’ Association.

**3. Object**

The object of the convention association shall be to plan, organize or authorize an annual teachers’ convention for its members to be held on teaching days, the purpose of which shall be to maintain and improve teachers’ professional practice and leadership capacity.

## **4. Membership**

Individuals eligible to attend convention shall consist of:

- 4.1.** active members of the member-locals;
- 4.2.** active members of such other locals of the Alberta Teachers' Association as may be admitted from time to time on approval of Provincial Executive Council and the convention association;
- 4.3.** associate members:
  - 4.3.1. who are declared eligible by Provincial Executive Council;
  - 4.3.2. who have notified the convention association in writing of their willingness to participate in convention activities and to pay the required fee;
- 4.4.** student members:
  - 4.4.1. who are in the final year of their undergraduate teacher education program;
  - 4.4.2. such other student members as may be admitted from time to time on approval of Provincial Executive Council and the convention association;
- 4.5.** liaison representatives approved by the Provincial Executive Council and the convention association;
- 4.6.** individuals invited as guests or observers on approval by Provincial Executive Council and the convention association.

## **5. Withdrawal of Membership**

A member-local may withdraw from the convention association upon approval of the Provincial Executive Council, provided written notice of such withdrawal is personally delivered or sent by registered mail to the convention association at least 18 months prior to the date of the convention for which it would be effective, and further provided that the member-local requesting withdrawal has satisfied all Provincial Executive Council guidelines for withdrawal then in force.

## **6. Convention Board**

- 6.1.** The governing body of this organization shall be the convention board.
- 6.2.** Membership on the convention board shall include:
  - 6.2.1. active or associate members elected or appointed by each member-local of the convention association to serve as local representatives on the convention board for one (1) year terms which begin at the first convention board meeting following convention;
  - 6.2.2. members selected by or from within the convention board, including:
    - 6.2.2.1. members of the board elected or appointed as executive officers;

- 6.2.2.2. such other members as shall be appointed directly by motion of the convention board for a term lasting one (1) year. The number of members so appointed shall not exceed twenty (20) per cent of the total number of members on the board;
  - 6.2.2.3. the Association's district representatives for the convention associations to which locals from that district are assigned;
  - 6.2.2.4. the Association's convention factotum;
  - 6.2.2.5. liaison representatives approved by the Provincial Executive Council and the convention association.
- 6.3.** The number of local representatives each member-local can elect or appoint shall be based on the relative number of full-time and part-time teachers in each member-local who are designated to attend the upcoming North Central Teachers' Convention, determined by the most recent official member count conducted by the Association.
- 6.4.** A local that is a member-local of only the North Central Teachers' Convention Association may elect or appoint two (2) local representatives to the convention board in addition to one (1) further local representative if the number of active full-time or part-time teachers in the local is equal to or exceeds five hundred (500).
- 6.5.** A local that is a member-local of multiple convention associations (currently Greater Peace Local No 13, Northern Gateway Local No 43, Timberline Local No 9, and *Unité locale francophone* No 24) may elect or appoint one (1) local representative to the convention board in addition to one (1) further local representative, if the number of active full-time and part-time teachers in the member-local who are designated to attend the upcoming North Central Teachers' Convention is equal to or exceeds one hundred (100).
- 6.6.** The maximum number of local representatives a member-local may have sitting concurrently on the convention board is three (3), except:
- 6.6.1 when a member is elected or appointed to the position of president, their member-local may elect or appoint an additional local representative each year for a one (1) year term, until the member is no longer president.
  - 6.6.2 when a member is elected or appointed to the position of past president, their member-local may elect or appoint an additional local representative each year for a one (1) year term, until the member is no longer past president.
  - 6.6.3 when a member is elected or appointed to the position of director of program, their member-local may elect or appoint an additional local representative each year for a one (1) year term, until the member is no longer director of program.
- 6.7.** Should a local representative resign from the convention board before the end of their term, the member-local may elect or appoint a replacement to serve out the duration of the existing term.
- 6.8.** Should the annual member count indicate that a member-local is entitled to an additional local representative, the local may elect or appoint a new representative to a

one (1) year term that begins at the first convention board meeting following convention.

- 6.9.** Should the annual member count indicate that a member-local has too many local representatives currently sitting on the convention board, sitting representatives shall be allowed to complete their current terms. The member-local may only elect or appoint new local representatives up to the allocation based on the most recent member count.
- 6.10.** The convention board shall:
  - 6.10.1. plan, organize, administer and evaluate the annual teachers' convention;
  - 6.10.2. report on all convention matters to the member-locals through their representatives on the convention board;
  - 6.10.3. request services from the Association, Association subgroups, and other professional development service providers, from time to time, the services provided.

## **7. Executive Officers**

- 7.1.** The executive officers shall be:
  - 7.1.1. the past president;
  - 7.1.2. the president;
  - 7.1.3. the secretary;
  - 7.1.4. the treasurer;
  - 7.1.5. the director of program;
  - 7.1.6. the director of communications and evaluations;
  - 7.1.7. the director of exhibits;
  - 7.1.8. the director of facilities;
  - 7.1.9. the district representatives;
  - 7.1.10. the convention factotum;
  - 7.1.11. additional members appointed by the convention board.
- 7.2.** All executive officers are members of the convention board.
- 7.3.** As stipulated in the *Teaching Profession Act*, only active and associate members of the Association may hold office.
- 7.4.** All executive officers, with the exception of the past president, director of program, district representatives, and convention factotum, shall be elected or appointed by and from the convention board at the first convention board meeting following convention.
- 7.5.** The term of office for the president, past president, and director of program shall be two (2) years. All other executive officers shall be elected or appointed to one (1) year terms.
- 7.6.** Convention board members elected to the positions of president, past president, or director of program shall have their membership on the convention board extended, if necessary, so that they may fulfill the terms of office of their executive positions.

- 7.7. Nominees for president must have a minimum of one year of experience on the convention executive. Nominees for director of program, secretary, or treasurer should have a minimum of one (1) year of experience on the convention board.
- 7.8. The elections shall follow the order of executive positions listed in 7.1.
- 7.9. With the exception of the sitting president, any executive officer whose term on the convention board expires after the annual convention:
  - 7.9.1. shall continue to serve in their position until the new executive is elected or appointed at which time their membership on the convention board shall end;
  - 7.9.2. shall not be eligible to run for a position on the executive until re-elected by their local or re-appointed by the convention board in accordance with 6.2.2.2.
- 7.10. Once a new president is elected or appointed, the sitting president shall be appointed past president for a two year term.
- 7.11. If the sitting president does not wish to serve as past president, the convention board may elect or appoint another member to serve as past president for a two year term.
- 7.12. Should there be no nominees for a particular executive office during the annual elections or if any executive office should become vacant between annual elections, the executive shall either:
  - 7.12.1. divide the duties assigned to the vacant executive position between one or more executive officers for the duration of the term;
  - 7.12.2. appoint one of the convention board members to the vacant executive office for the duration of the term;
  - 7.12.3. identify an individual who is willing to perform the duties of the vacant office and appoint this individual to the convention board for the duration of the term, in accordance with 6.2.2.2.

## 8. Duties

- 8.1. It shall be the duty of the **local representatives** on the convention board to:
  - 8.1.1. liaise and provide regular reports to member-locals;
  - 8.1.2. attend all duly called meetings of the convention board and/or its committees;
  - 8.1.3. provide assistance at the convention including, but not limited to, duties hosting speakers and chairing sessions;
  - 8.1.4. faithfully fulfill the duties of any office of the board to which they are elected;
  - 8.1.5. faithfully fulfill such other duties as may be authorized by the convention board by motion from time to time;
  - 8.1.6. faithfully fulfill such other duties as specified in the constitution of their member-locals.

- 8.2.** It shall be the duty of the **president** to call and preside at all meetings of the convention board and the executive officers. Notwithstanding the above, in the absence or the incapacity of the president, it shall be the designated duty of another executive member to act in this capacity.
- 8.3.** It shall be the duty of any **vice-president, coordinator, director, or chair** to carry out those duties assigned by the president and approved by the convention board.
- 8.4.** It shall be the duty of the **secretary** to:
  - 8.4.1. keep accurate and complete minutes and records of all convention board and executive officers meetings and proceedings;
  - 8.4.2. bring before the convention board all official notices and communications received from the Association or from member-locals;
  - 8.4.3. be generally familiar with the Association's privacy policy and maintain records containing personal information in accordance with the law;
  - 8.4.4. prepare and forward all reports required by member-locals and the Association;
  - 8.4.5. prepare and forward all meeting notices;
  - 8.4.6. send copies of the finalized convention program to the Association
- 8.5.** It shall be the duty of the **treasurer** to:
  - 8.5.1. keep accurate and complete records of all monies received and disbursed;
  - 8.5.2. disburse funds as approved and in accordance with convention policy;
  - 8.5.3. prepare, after consultation with appropriate persons, the annual budget for consideration and approval by the convention board and forward copies of the approved budget to all member-locals and the Association;
  - 8.5.4. prepare annual audited financial statements for approval by the convention board and forward copies to each member-local and the Association by October 31 of each year.
- 8.6.** It shall be the duty of the **past president** to:
  - 8.6.1. call and preside at all meetings of the convention attendance committee;
  - 8.6.2. annually update the policies and procedures manual for the convention association;
  - 8.6.3. serve as the convention association's returning officer during any elections.
- 8.7.** It shall be the duty of the **district representatives** to:
  - 8.7.1. represent the Provincial Executive Council at convention meetings and at convention;
  - 8.7.2. provide updates/reports from the Provincial Executive Council at convention meetings;
  - 8.7.3. participate in the development and implementation of a program that promotes teaching as a profession;
  - 8.7.4. evaluate the convention and provide feedback to the convention board.
- 8.8.** It shall be the duty of the **convention factotum** to:

- 8.8.1. oversee the operation of the convention association and assist the convention board members with fulfilling the Association's mission, vision, and mandate for teachers' conventions;
  - 8.8.2. coordinate Association services to the convention association;
  - 8.8.3. assist with the review and amendment of the convention association constitution and policy manual;
  - 8.8.4. provide support and training to convention board members as required.
- 8.9.** From time to time, the convention board may contract **support staff** to assist with the planning, operation, or administration of convention provided:
- 8.9.1. an elected member of the convention executive is assigned to direct and oversee the individual's work;
  - 8.9.2. the individual's assigned duties are specified in a service agreement approved by the convention board and signed by the executive secretary of the Association or their designate.

## **9. Leaves of Absence**

- 9.1.** Requests from any member of the convention board for maternity, parental, or adoption leave shall be approved by the executive for a period of up to one year or until the end of the member's term, whichever occurs first.
- 9.2.** Requests from any member of the convention board for a leave of absence for a reason other than those listed in 9.1, may be approved by the executive for a period of up to one year or until the end of the member's term, whichever occurs first.
- 9.3.** Approval of a member's request for leave is not contingent on any decisions made by the member with respect to leave of absence from their employment.
- 9.4.** Any benefit, access or privilege associated with the member's position on the convention board or executive is suspended during the period of leave and shall be reinstated once the member resumes their position.
- 9.5.** Any local representative position vacated by a member on leave may be filled in an acting capacity by their member-local in accordance with the local Association's established procedures.
- 9.6.** Any executive position vacated by a member on leave may be filled by the executive in accordance with 7.12 for the duration of the leave.

## **10. Replacement of Convention Board Members and/or Executive Officers**

- 10.1.** With the exception of the district representatives and convention factotum, any member of the convention board and/or executive committee who misses three meetings during their term of office shall be deemed to have abandoned their position. The member may

appeal in person to the executive committee to seek reinstatement should extenuating circumstances exist. If the member is not reinstated the member and the local will be notified in writing and a replacement will be requested.

- 10.2.** Any executive officer who has been deemed to be delinquent in fulfilling their responsibilities by a two-thirds vote of the executive conducted by secret ballot shall be removed from the executive. The member may appeal in person to the convention board to seek reinstatement should extenuating circumstances exist. If the member is not reinstated, the member will be notified in writing and the executive shall fill the vacancy in accordance with 7.12.

## **11. Provincial Association Intervention**

### **11.1. Definitions**

- 11.1.1. “investigated convention officer” means a convention board officer whose conduct is under investigation pursuant to subsection 11.2;
- 11.1.2. “investigator” is the individual appointed by the table officers pursuant to subsection 11.2;
- 11.1.3. “convention officer” means the president, vice-president, past president or secretary or treasurer of a convention association or any other officer appointed or elected by a convention association;
- 11.1.4. “Provincial Executive Council” means the executive council as defined in section 11 of the *Teaching Profession Act*;
- 11.1.5. “table officers” means the Association’s officers as defined in Bylaw 35;
- 11.1.6. “executive secretary” means the chief executive officer of the Association or a person designated by the executive secretary;
- 11.1.7. “executive staff officer” means a member of executive staff designated by the executive secretary.

### **11.2. Suspension or Removal from Office of Convention Officers**

- 11.2.1. Where the table officers have or receive information which leads them to believe that a convention officer:
  - 11.2.1.1. has neglected his or her duties to the extent that the proper operation of the convention association is being negatively affected;
  - 11.2.1.2. is mentally incapacitated;
  - 11.2.1.3. is engaging in corrupt practices;
  - 11.2.1.4. is engaging in financial malpractice;
  - 11.2.1.5. has undertaken activities inconsistent with the principles and policies of the Association, the table officers may initiate an investigation into the conduct of the convention officer by

appointing an individual to conduct an investigation and to provide a written report to the table officers within a specified time with respect to the results of the investigation.

- 11.2.2. In the course of the intervention under section 11, an investigated convention officer is entitled to have access to a staff officer for advice.
- 11.2.3. The table officers may, taking into account the nature of the alleged conduct, the urgency of the matter in question and any submission from the investigated convention officer, suspend an investigated convention officer from office pending the completion of the investigation and may terminate the suspension at any time if the table officers conclude that the suspension is no longer warranted.
- 11.2.4. The table officers may appoint another individual to assume the duties of the investigated convention officer during the period of the suspension.
- 11.2.5. The investigated convention officer may appeal a suspension from office under subsection 11.2.3 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.
- 11.2.6. If an investigated convention officer appeals his/her suspension, Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated convention officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.
- 11.2.7. During the investigation the investigated convention officer shall be provided with an opportunity to provide a response to the Investigator with respect to the concerns about the investigated convention officer's conduct.
- 11.2.8. An investigated convention officer may, in the course of the investigation, submit his or her resignation to the executive secretary.
- 11.2.9. Where an investigated convention officer resigns in accordance with subsection 11.2.8, the investigation shall be continued with the cooperation of the investigated convention officer, and the resignation does not extinguish any liability that the investigated convention officer may have with respect to acts which occurred during the period the office was held.
- 11.2.10. The investigated convention officer has a duty to cooperate during the investigation and the investigator may direct the investigated officer or any other member of the Association to:
  - 11.2.10.1. answer any inquiries the investigator may have relating to the investigation;
  - 11.2.10.2. produce any records or other property in the investigated convention officer's possession or under his or her control that are or may be related in any way to the investigation;

- 11.2.10.3. give up possession of any record for the purpose of allowing the investigator to make a copy and return the records within a reasonable time of receiving the records;
- 11.2.10.4. attend before the investigator for the purpose of complying with the points above.
- 11.2.11. In the event that the investigated convention officer fails or refuses to cooperate with the investigator, the failure to do so shall be noted by the investigator in his or her report to the table officers.
- 11.2.12. Upon completion of the investigation, the investigator shall submit a written report to the table officers and a copy of the written report shall be provided to the investigated convention officer.
- 11.2.13. The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:
  - 11.2.13.1. remove the investigated convention officer from office;
  - 11.2.13.2. restrict the investigated convention officer's eligibility for office in the future;
  - 11.2.13.3. if the investigated convention officer was suspended during the investigation, reinstate the investigated convention officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances;and shall advise the investigated convention officer and Provincial Executive Council of their decision.
- 11.2.14. If the table officers remove the investigated convention officer from office, then the table officers may appoint another individual to assume the duties of the investigated convention officer until a new convention officer is elected or appointed to the position in accordance with this constitution.
- 11.2.15. The investigated convention officer may appeal the decision of the table officers under subsection 11.2.13 by filing a notice of appeal with the executive secretary within thirty (30) days after being notified of the decision.
- 11.2.16. If an investigated convention officer appeals the decision of the table officers, the Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated convention officer and shall determine if the decision of the table officers shall be confirmed, varied or set aside.
- 11.2.17. In an appeal under subsection 11.2.6 or 11.2.16, the table officers may make submissions to the Provincial Executive Council respecting the outcome of the appeal.

### **11.3. Official Trustee**

- 11.3.1. Subject to a two-thirds majority vote, the Provincial Executive Council may appoint an official trustee to conduct the affairs of the convention association,

subject to any terms and conditions the Provincial Executive Council considers necessary when the Provincial Executive Council considers it in the interests of the Association to do so.

- 11.3.2. The convention board may appeal the appointment of an official trustee to a representative assembly.
- 11.3.3. An official trustee appointed under subsection 11.3.1 has the powers and duties conferred by the general bylaws on a convention association and conferred by this constitution;
- 11.3.4. On appointment of an official trustee to the convention association, the officers of the convention association cease to hold office as officers of the convention board.
- 11.3.5. An official trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.

## **12. Meetings**

- 12.1. Meetings of the convention board shall be called by the secretary on at least ten days' notice on the instruction of the president or upon the request, in writing, of at least one member-local.
- 12.2. The first meeting of the convention board following its annual convention shall be held no later than May 1.
- 12.3. The quorum for all meetings of the convention board and executive shall be one more than half the number of voting members of each body.
- 12.4. District representatives whose member-locals are assigned to this convention association and the Association executive staff officers may attend and participate in any meeting (board, executive, committee, special or *ad hoc*) of this convention association.
- 12.5. Guests and individuals contracted by the convention board as support staff may attend any meeting as observers subject to the approval of the president. These individuals may be asked to leave the meeting venue at any time at the direction of the chair.
- 12.6. The proceedings of all meetings shall be conducted in accordance with the official rules of order and procedures as published in the *Members' Handbook of the Alberta Teachers' Association*.

## **13. Voting**

- 13.1. As stipulated in the *Teaching Profession Act*, only active and associate members of the Association can vote.

- 13.2.** Each member of the convention board elected or appointed to represent their member-local shall be entitled to one vote.
- 13.3.** Each executive officer elected or appointed from member-local representatives within the convention board shall be entitled to one vote.
- 13.4.** All members appointed to the convention board under 6.2 shall be entitled to one vote, provided they possess active or associate members of the Association.
- 13.5.** Regardless of the number of district representatives assigned to each convention association, only one district representative shall be entitled to cast a vote on behalf of the Association.
- 13.6.** The Association's convention factotum shall be entitled to cast a vote.
- 13.7.** All liaison representatives shall be non-voting.
- 13.8.** All individuals contracted by the convention board as support staff shall be non-voting.

## **14. Finances**

### **14.1. Convention Fees**

- 14.1.1. The convention board, after consultation with member-locals, shall set fees for the annual convention.
- 14.1.2. The convention fee charged to member-locals shall be set annually when the convention board develops its budget.
- 14.1.3. Except as specified in the standing orders of the convention board, when the convention executive determines that an increase to the convention fee charged to member-locals is required, member-locals:
  - 14.1.3.1. shall be notified and provided with rationale and supporting documentation, as required;
  - 14.1.3.2. will have thirty days to seek clarification from convention executives and confer with their convention board representatives before the convention board votes on the fee increase and sets its budget accordingly.

### **14.2. Convention Budget**

- 14.2.1. The convention board shall approve an annual budget and submit it to its member-locals and to the Association.
- 14.2.2. The budget must:
  - 14.2.2.1. support the Association mission, vision, and mandate for teachers' conventions;
  - 14.2.2.2. meet the operational needs of the convention association;
  - 14.2.2.3. ensure the convention association has an accumulated surplus that is sufficient to cover its commitments and liabilities, and that falls within the limits set by the Association.

### **14.3. Payment**

- 14.3.1. The convention board shall be responsible for the control, collection and distribution of all monies.
- 14.3.2. Each member-local shall submit to the convention association the annual convention fee based on the number of full-time and part-time teachers in the Association's annual member count payable as follows, unless another arrangement has been submitted in writing and approved by the convention board.
- 14.3.3. Each member-local shall pay the convention association thirty percent (30%) of the total annual fee on or before October 31 and the remaining balance on or before January 31.
- 14.3.4. Should an adjustment be required to account for the addition or loss of local members over the course of the school year, such payment shall be made on or before August 31.

#### **14.4. Expenses**

- 14.4.1. All honoraria, travelling and other necessary expenses of members of the convention board shall be paid in accordance with policies established by the Association.
- 14.4.2. All expenses incurred by district representatives and the convention factotum will be paid by the Association.
- 14.4.3. All expenses incurred by liaison representatives shall be paid by the body they represent.
- 14.4.4. Should a member of the convention board or executive vacate their position before the end of their term, the convention board shall pay the member for:
  - 14.4.4.1. all travelling and other necessary expenses incurred by the member up to and including the date of their resignation;
  - 14.4.4.2. any honorarium or allowance to which the member is entitled, prorated based on the number of days served in the current year's term up to and including the date of their resignation.

#### **14.5. Authority**

- 14.5.1. The signing officers shall be the president, treasurer and such other officer or officers as designated by the convention board.

#### **14.6. Audit**

- 14.6.1. An accredited accountant, or other person acceptable to the Association, shall be appointed annually by the convention board to audit the convention association's annual financial statements.
- 14.6.2. The convention board shall ensure that the audited financial statements are forwarded to each member-local and to the Association by October 31 of each year.

### **15. Convention Attendance Committee**

- 15.1.** The convention board shall appoint a convention attendance committee consisting of three members of the convention board including the past president, who shall be chair.
- 15.2.** The duties of the convention attendance committee shall be:
- 15.2.1. to ensure that the guidelines for convention attendance are well communicated to members;
  - 15.2.2. to receive and rule upon requests from members to be absent from the annual convention to attend alternative professional development activities in accordance with the protocol for convention attendance;
  - 15.2.3. to notify all members making such requests as to the decision of the convention attendance committee and to advise those teachers whose requests have been denied about the appeal process available to them;
  - 15.2.4. to refer any requests from members to be absent from the annual convention for reasons other than to attend alternate professional development activities to the convention factotum;
  - 15.2.5. to notify the convention factotum of possible cases of member non-attendance and to cooperate with the Association in the investigation and resolution of the cases.
- 15.3.** When needed, the convention board shall appoint an *ad hoc* committee to serve as an appeal body to receive and rule upon any requests from members whose applications to the convention attendance committee have been declined. The ad hoc appeal committee will consist of three members who are not on the convention attendance committee and the past president, who shall be chair.
- 15.4.** A member may appeal the decision of the *ad hoc* appeal committee to the convention factotum. The ruling of the convention factotum will be final.

## **16. Amendments to the Constitution**

- 16.1.** This constitution may be amended by a two-thirds vote of the convention board provided:
- 16.1.1. a notice of motion respecting the amendment has been filed with the secretary at the preceding regular meeting of the convention board;
  - 16.1.2. receipt of the approval of a majority of the member-locals has been obtained;
  - 16.1.3. the amendment is ratified by the Provincial Executive Council of the Association.

Amended and Approved by ATA Table Officers Committee 2004 06 02  
Amended and Approved by ATA Table Officers Committee 2005 06 01  
Amended and Approved by Provincial Executive Council 2006 06 15-16  
Amended and Approved by ATA Table Officers Committee 2007 01 12

Amended and Approved by Provincial Executive Council 2007 09 20-21  
Amended and Approved by Provincial Executive Council 2010 01 07  
Amended and Approved by ATA Table Officers Committee 2011 01 07  
Amended and Approved by ATA Table Officers Committee 2011 09 08  
Amended and Approved by ATA Table Officers Committee 2016 05 28  
Amended and Approved by ATA Table Officers Committee 2017 04 27  
Amended and Approved by Provincial Executive Council 2017 05 11-12  
Amended and Approved by Provincial Executive Council 2017 06 08-09  
Amended and Approved by ATA Table Officers Committee 2018 01 10  
Amended and Approved by ATA Table Officers Committee 2018 05 31