

**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.

I. CONVENTION SESSIONS

- 1.1 Convention sessions will support the Mission and Vision of teachers' conventions.
- 1.1.1 Sessions will support the following Mission: *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.*
- 1.1.2 Sessions will support the Vision by providing engaging sessions that focus on enhancing the professional practice and leadership development of teachers.
- 1.1.3 Sessions will support the Vision by providing a professional appearance of the program and proceedings that reflect the high standards of the profession.
- 1.1.4 Sessions will support the Vision by providing 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.
- 1.1.5 Sessions will support the Vision by providing effective links to other groups within the Association, as well as to other PD partners, in developing and presenting the program.
- 1.1.6 Sessions will support the building of leadership capacity and succession within the executive and boards of the convention associations.
- 1.1.7 Sessions will provide 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.
- 1.2 Highlight initiatives of the Alberta Teachers' Association related to teaching and learning.
- 1.3 Enhance teachers' professional practice related to the Teaching Quality Standard and Descriptors for Principal Quality Practice.

- 1.4 Promote public education as defined by The Alberta Teachers' Association.
- 1.5 Enhance the image of the teaching profession.
- 1.6 Promote the expertise of the 22 Specialist Councils of the Alberta Teachers' Association.
- 1.7 Consider Alberta Education curriculum implementation for next 3 years.
- 1.8 Include sessions involving authorized curriculum resources. To determine if the resource is authorized, The Alberta Education website will be used to verify authorized resources (www.education.gov.ab.ca/k_12/curriculum/ResDev.asp)
- 1.9 Are in keeping with ATA policy directions.
- 1.10 Avoid alignment with any political party.
- 1.11 Involve consultation with the Convention Factotum when the program Chair is uncertain of session suitability.
- 1.12 Can be appealed to the executive of the Convention Board within seven (7) days of being notified of the convention association's decision not to include the session in the convention program. The decision of the executive is final.

II. POLICY SETTING

- 2.1. The president shall appoint an ad hoc committee of at least two 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 60 days prior to the next board meeting, by the executive or by a board delegate and passed by two-thirds of the board. (October 2012)

III. 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.

IV. CONVENTION PLANNING GUIDELINES

- 5.1 The vice president of program and the program committee shall be responsible for planning and organizing the convention.
- 5.2 The executive committee shall be responsible for overseeing all decisions made by the executive members and their committees.
- 5.3 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 postconference day and also PDAC for the President and Vice President Director of Program.
- 5.4 The convention shall have a minimum of four Featured Speakers
- 5.5 The template shall start with 220 sessions and the total number of sessions shall not exceed 250. [June 2011]

V. FEE & EXPENSE GUIDELINES FOR SPEAKERS AND CHAIRPERSONS

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

6.1.1 The upper limit of fees for a featured speaker shall not exceed the set amount (Canadian funds). Any exceptions to this policy must be approved by the Board. [June 2011]

6.1.2 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]

There is a set fee for a one-hour session, a two-hour session, a three hour or half day session and for a full day session.

6.2 Speakers' expenses

6.2.1 Speakers from outside the convention area may be offered transportation, accommodation, meal expenses and cost related to release time, as approved by the program committee.

6.2.2 Generally, speakers who do not receive a fee or expenses may be given a gift card or a token of appreciation, as decided by the program committee.

6.2.3 Speakers from the member locals will be offered no transportation, parking, meal or accommodation expenses; they will receive the gift mentioned in 6.2.2.

6.2.4 No fee or expenses shall be paid for speakers of the ATA, Alberta Education or sponsoring companies

6.3 The expenses of chairpersons of sessions held off-site must be supported by original receipts submitted to the treasurer. Claims will be reimbursed by the treasurer. In cases where more than one speaker or chairperson is involved, financial arrangements must be made with the treasurer or director of program.

6.4 Each member of the Program Committee will receive the token of appreciation gift as per 6.2.2.

6.5 Office staff may be hired to work during convention.

VI. THE FINANCE AND BUDGET COMMITTEE

7.1 The committee shall consist of the treasurer, the Past President and two Board members to:

7.1.1 review and make recommendations regarding the proposed annual budget; and

7.1.2 scrutinize the annual audited financial statement in consultation with the treasurer.

7.1.3 review the executive assistant and treasurer salary annually. (March 2013)

VII. REGISTRATION AND PAYMENT OF CONVENTION FEES

8.1 Changes to the convention registration fee shall be proposed as a notice of motion at the first board meeting after the convention.

8.2 The Provincial Executive Council of the ATA shall instruct the secretary/treasurer of each member local to begin deductions of these fees separate from or as part of the monthly ATA deductions for remittance to Barnett House.

8.3 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.

8.4 The member count for payment of fees shall be the count as provided by board delegates all locals in the board data collection form.

- 8.5 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]
- 8.5.1 The convention fee shall increase by \$5 plus GST each year for fulltime and part-time members effective for the following Convention. [June 2011]
- 8.5.2 The increase will be subject to review annually and announced at the March Board meeting.
- 8.6 Additional IDs will be added to the count supplied by locals in October. Unused IDs will be returned to the convention and the locals will be invoiced the per teacher levy for the number of extra IDs used aA fee of two times the convention fee plus GST will be charged to teachers who are not members of this convention area, but who wish to attend the two convention days. These non-member teachers must be associate members of the ATA or other 'sister' organizations. Such attendees must receive approval of the past president. [June 2011]
- 8.7 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.
- 8.8 Payment of convention fees constitutes the official registration.
- 8.9 Supplementary fees may be approved by the program committee and these fees shall be collected in advance from individuals or local authorities.
- 8.9.1 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. No refunds will be given after January 15 unless the program committee has cancelled the preregistered session. [October 2010]
- 8.10 Substitute teachers working in the NCTCA convention area are welcome to attend.
- 8.11 Retired teachers from the NCTCA convention area may attend provided they have the appropriate level of associate membership.

- 8.12 Student teachers who are participating in practicums in the NCTCA area at the time of the convention may attend provided that they show their ID provided by ATA or their student locals membership card.

VIII. EXHIBITS

- 9.1 All exhibits are to be arranged by the director of exhibits.
- 9.2 For-profit exhibit booth price shall be set for a regular booth for a corner booth including GST. [See appendix 1]
- 9.3 Not-for-profit booth shall pay the set fee including GST for the two days of the convention. [See Appendix 1]
- 9.4 No refunds for exhibitor booths will be given after January 15. A 10% cancellation fee will be withheld for cancellations made before December 15. A 25% cancellation fee will be withheld for cancellations made December 16 to January 15. [October 2010]
- 9.5 Preference will be given to vendors who promote the teaching profession or public education.
- 9.6 Exhibitors must clearly state what is going to be sold or promoted on the application to exhibit form.
- 9.7 Exhibits must be designed and exhibited with consideration for the safety of convention delegates.
- 9.8 Controversial subject matter must be carefully considered and a balanced approach provided in the overall exhibits at the convention.
- 9.9 Religious exhibits will be accepted provided they support the *Program of Studies* and programs in public schools (public includes separate).
- 9.10 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.

- 9.11 Only financial services that are of benefit to the membership and are based on sound financial principles which conform to the guidelines and philosophy of the Association will be accepted.
- 9.12 Consideration will be given to the Association's business partnership with Morgex Insurance and Capital Estate Planning.
- 9.13 Signs based on legal advice regarding disclaimers for exhibits will be prominently posted at the exhibits site.
- 9.14 In the event the Director of Exhibits has a concern regarding the appropriateness of a display application, he/she will seek advice from the president and/or district representative of the convention association and/or the provincial convention factotum.
- 9.15 Appeals from exhibitors regarding the decision of the Director of Exhibits should be directed in writing to the convention executive at least one month prior to the convention. The decision of the executive will be final.
- 9.16 Other sections which currently exist in NCTCA policy and procedures will remain.

IX. SCHEDULE OF EXPENSE PAYMENTS FOR MEETINGS

- 10.1 Members shall be paid subsistence for meetings. [see Appendix 1].
- 10.2 Return mileage shall be the rate set by the Alberta Teachers' Association.
- 10.3 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.
- 10.4 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.
- 10.5 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].

- 10.6 The claim for any single meal shall not exceed the maximum amount [See Appendix 1] and claims for alcoholic beverages will not be honoured.
- 10.7 Other expenses may be approved by the executive committee.
- 10.8 All claims for meals and accommodation must be supported by receipts.
- 10.9 Members of the program committee who are not on the executive are entitled to a maximum of two release days paid by NCTCA in order to attend to program committee duties.
- 10.10 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.

X. CONVENTION BOARD EXECUTIVE HONORARIA, SUBSISTENCE AND EXPENSES

- 11.1 Each executive member shall receive an Annual Honoraria according to the set fee schedule (See Appendix 1)
- 11.2 Subsistence shall be paid to each executive member listed in 11.1 at the rate of on a monthly basis to cover expenses for use of personal internet, phone (excluding long distance), fax, printer and related office supplies used to fulfil executive duties. [See appendix 1]
- 11.3 Elected members of the executive are expected 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
- 11.3.1 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.

11.4 All members of the executive committee shall be provided with password protected and encrypted laptop computers, printers and other equipment necessary to complete their duties.

11.5 Upon retirement from the executive committee, executive members, , who have provided a minimum of one year's service, may purchase the computer they have been using after all convention information has been eradicated:

- For 50% of its value or book value, whichever is less, if the computer is one year old.
- For 25% of its value or book value, whichever is less, if the computer is two years old.
- For 10% of its value or book value, whichever is less, if the computer is more than two years old. [June 2010]

11.6 All computers will be replaced after three years and this replaced equipment will

XI. DISCRETIONARY EXECUTIVE FUND

12.1 The executive may at its discretion purchase a gift for board members on exceptional occasions, or for long standing board members or executive members who retire from the board.

XII. ALTERNATE PROFESSIONAL DEVELOPMENT ACTIVITY

13.1. Convention Attendance

13.1.1 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.

13.1.2 Discipline charges can and have been brought against teachers who fail to attend their annual teachers' convention.

13.2 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.

13.2.1. 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.

13.2.2 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 nonacceptance will be sent and the non-acceptance will include a brief statement of rationale.
- (d) A copy of the request and decision of the convention attendance committee shall be sent to the appropriate superintendent.

13.2.3 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.
- (e) A copy of the request and decision of the appeals committee shall be sent to the appropriate superintendent.

13.3 Release for teacher coaches will be granted according to provincial ATA policies.

13.4 Other Absences from Convention

13.4.1 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.

Appendix 1

V. FEE & EXPENSE GUIDELINES FOR SPEAKERS AND CHAIRPERSONS

6.1 The fee schedule for speakers should be as follow

6.1.1 Feature speakers (maximum)	\$25 000	(June 2011)
6.1.3 one hour session	\$275	(March 2015)
two hour session	\$350	(March 2015)
three hour session (half day)	\$425	(March 2015)
full day session	\$600	(March 2015)
6.2 Speaker's expenses		
6.2.2 the gift shall not exceed	\$50	(after 2006 before 2009)
6.3 Claim for Chairperson	\$40	(after 2001 before 2006)
6.4 Program Committee member gift	\$50	
6.5 Office workers		
Experienced	\$375	(February 2007)
Inexperienced	\$300	(February 2007)

VII. REGISTRATION AND PAYMENT OF CONVENTION FEES

8.5 The convention fee	\$75 +GST	(April 2016)
8.10 Substitute teachers	\$0	(April 2016)
8.11 Retired teachers	\$10	(October 2010)

VIII. EXHIBITS

9.2 For profit booth	\$525(regular)	(Oct. 2011)
	\$575(corner)	(Oct. 2011)
9.3 Not For-profit booth	\$300	(Oct. 2012)

IX. SCHEDULE OF EXPENSE PAYMENTS FOR MEETINGS

10.1 Subsistence	\$50	(March 2014)
10.4 Hotel accommodation		
With receipt maximum fee	\$150+GST	(June 2015)
Without receipt flat fee	\$45	(June 2015)
10.5 Meals (3)	\$75	(June 2006)
10.6 Single meal	\$40	(June 2006)

X. CONVENTION BOARD EXECUTIVE HONORARIA AND SUBSISTENCE

11.1 Total Annual Honoraria and Subsistence shall be		
11.1.1 President	\$1800.00	(Oct. 2012)
11.1.2 Past President	\$1300.00	(Oct. 2012)
11.1.3 Director of Program	\$1800.00	(Oct. 2012)
11.1.4 Secretary	\$1300.00	(Oct. 2012)
11.1.5 Director of Communication and Evaluation	\$1300.00	(Oct. 2012)
11.1.6 Director of Exhibits	\$1300.00	(Oct. 2012)
11.1.7 Director of Facilities	\$1300.00	(Oct. 2012)
11.2 Subsistence	\$100	(June 2011)
11.3 Executive member attending another conference	\$1,500.00	(Prior to Oct 2011)

XI. DISCRETIONARY EXECUTIVE FUND

12.1 Discretionary fund	\$150(max)
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Any monetary item without a date was set prior to 2001