

Part II: Constitution

Science Council of the Alberta

Teachers' Association

1. **NAME:** The name of this not-for-profit organization shall be the Science-Council of the Alberta Teachers' Association.
2. **OBJECTS:** The objects of this council shall be:
 - a. to improve teaching practice in science education ~~the specialty~~ by increasing members' knowledge and understanding in this specialty,
 - b. to foster the professional development of members through membership activities and services,
 - c. to provide advice and expertise to the Association on learning and working conditions, curriculum and teacher preparation as related to science education ~~the specialty~~ and
 - d. to act through the Association as an advocate for the advancement and promotion of science education ~~the specialty~~.
3. **MEMBERSHIP**
 - a. **Regular Membership**—Active members of the Alberta Teachers' Association and associate members who are ineligible for active membership, as specified in ATA bylaws, are eligible for regular membership in this council. All such members shall be entitled to full privileges of Council membership including the rights to vote and to hold office.
 - b. **Life Membership**—Life members of the ATA, as specified in ATA bylaws, are eligible for life membership in the Council and are entitled to all the benefits and services of council membership except the right to vote and hold office.
 - c. **Student Membership**—Student members of the ATA, as specified in ATA bylaws, may join this council and shall be entitled to all benefits and services of council membership except the right to vote and hold office. There is no fee for student members of the Association to become student members of a specialist council.
 - d. **Honorary Membership**—Honorary members of the ATA, as specified in ATA bylaws, shall be entitled to all benefits and services of council membership except the right to vote and hold office.
 - e. Membership in specialist councils is not available to those individuals who, under the *Teaching Profession Act* and the Teacher Membership Status Election Regulation, are eligible to make an election of membership and elect associate or non-membership in the Alberta Teachers' Association.

3.14. SUBSCRIPTION SERVICE: Persons or organizations who are ineligible for active or associate membership in the ATA, such as school support staff, parents and libraries, as well as retired teachers and non-active teachers, may be connected with the Council by paying a subscription fee. Payment of the subscription fee includes entitlement to the council's publications as well as other services determined by the Council, but does not provide membership in the council.

45. FEES: Membership fees shall be established and may be changed by resolution at an annual general meeting of this council provided notice has been given 45 days in advance.

56. TABLE OFFICERS: ~~The officers of this council shall consist of a president, a vice-president, a past president, a secretary and a treasurer (or a secretary-treasurer) each to be elected for a term of one year at the annual general meeting of the council, a staff advisor and PEC liaison appointed by the Provincial Executive Council of the Alberta Teachers' Association. To be eligible to become an officer of the _____ Council, a candidate must be a regular member of the council.~~

5.1 All table officers of this council have the right to vote and must be regular members of this council.

5.2 The table officers of this council shall be:

(a) The President, Vice-President, Past-President, Secretary and Treasurer.

(b) Representatives of the Provincial Executive Council of The Alberta Teachers' Association who shall be:

(i) A PEC liaison appointed by the Provincial Executive Council of the Alberta Teachers' Association and be a voting member of all council committees.

(ii) A staff advisor appointed by the Executive Secretary of the Alberta Teachers' Association and be a voting member of all council committees.

5.3 Elections shall be held annually; odd year elections will be held for the positions of President and Secretary, and even year elections will be held for the position of Vice President and Treasurer.

5.3.1 Table officer positions shall be 2 year terms.

5.4 In the event that the position of President becomes vacant during a term of office, the Vice President shall become Acting-President and an election held at the next Annual General Meeting to fill the vacant position of President for the remainder of the regular term of office.

5.5 The office of the Past-President shall be filled by the outgoing President at the end of their presidential term. In the event that the position of Past-President becomes vacant during a term of office, the office shall be filled by a previous President of this council. In the absence of either the outgoing President or previous President,

Executive may appoint a former Executive member of the Council. The announcement will be made as soon as reasonably possible.

- 5.6 Notwithstanding 6.3.1 and 6.4, if the position of Secretary should be vacant in an odd year the position will be filled by appointment by the Executive; if the position is vacant in an even year, the position will be filled by election for a term of one year.
- 5.7 Notwithstanding 6.3.1 and 6.4, if the position of Treasurer should be vacant in an even year the position will be filled by appointment by the Executive; if the position is vacant in an odd year, the position will be filled by election for a term of one year.
- 5.8 The position of Treasurer will continue until the end of the school year in which the annual conference occurs, to ensure continuity and reconciliation of the conference financial documents. At no time shall the position of Treasurer have more than one vote.

6.0 EXECUTIVE:

- 6.1 The Executive shall have the responsibility for conducting the work of Science Council.
- 6.2 The Executive Officers of the Science Council of The Alberta Teachers' Association shall consist of:
- (a) Table Officers,
 - (b) Conference Directors, appointed annually by a majority vote of the Executive, whose term of office on the executive extends to two years, the first as Assistant Conference Director, the second as Conference Director,
 - (c) Communications Director,
 - (d) Past Conference Director,
 - (e) Elementary Science Director,
 - (f) Division III Director,
 - (g) Division IV Director.
- 6.3 All elected executive positions are two year terms. The term of office shall begin at the meeting following the Annual General Meeting. With the exception of the Treasurer, who will continue as Treasurer until the end of the current school year, acting as a transition/accountability period for the new treasurer.
- 6.3.1 If during the term of office, elected positions become vacant, the executive shall appoint replacements where required, to hold office until the next Annual General Meeting.
- 6.4 The executive shall appoint and be empowered to disband ad hoc committees as required.
- 6.5 Decisions of Executive shall be by majority vote.

6.6 The Past-Conference Director shall be filled by the outgoing Conference Director at the end of their term. In the event that the position of Past-Conference Director becomes vacant during a term of office, the office shall be filled by a previous Conference Director of this council. In the absence of either the outgoing Conference Director or previous Conference Director, the Executive may appoint a former Executive member of the Council. The announcement will be made as soon as reasonably possible;

6.7 Liaison Representatives- One year term, non-voting positions:

- (i) Alberta Education (as appointed by the organization)
- (ii) University Liaison (as appointed by Science Council Table Officers)

7. **SUSPENSION OR REMOVAL FROM OFFICE OF SPECIALIST COUNCIL OFFICERS**

The following mechanism will be used by the Provincial Association to deal with the suspension or removal from office of a specialist council officer or to assume responsibility of the operation of a specialist council under certain circumstances.

7.1 **Provincial Association Intervention**—In this section,

- (a) investigated officer means an officer of the specialist council whose conduct is under investigation pursuant to subsection 7.2;
- (b) investigator is the individual appointed by the table officers pursuant to subsection 7.2;
- (c) specialist council officer means the president, vice-president, past president, secretary, treasurer (or secretary-treasurer) of a specialist council or any other officer appointed or elected by a specialist council;
- (d) Provincial Executive Council means the executive council as defined in section 11 of the *Teaching Profession Act*;
- (e) table officers means the Association's officers as defined in Bylaw 35;
- (f) executive secretary means the chief executive officer of the Association or a person designated by the executive secretary; and
- (g) staff officer means a member of executive staff designated by the executive secretary.

7.2 Where the table officers have or receive information which leads them to believe that a specialist council officer:

- (a) has neglected their duties to the extent that the proper operation of the specialist council is being negatively affected;
- (b) is mentally incapacitated,
- (c) is engaging in corrupt practices,
- (d) is engaging in financial malpractice, or
- (e) has undertaken activities inconsistent with the principles and policies of the Alberta Teachers' Association,

the table officers may initiate an investigation into the conduct of a specialist council 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.

- 7.3 In the course of the intervention under section 87, an investigated officer is entitled to have access to a staff officer for advice.
- 7.4 The table officers may, taking into account the nature of the alleged conduct and the urgency of the matter in question, and any submission from the investigated officer, suspend an investigated 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.
- 7.5 The table officers may appoint another individual to assume the duties of the investigated officer during the period of the suspension.
- 7.6 The investigated officer may appeal a suspension from office under subsection 87.4 to the Provincial Executive Council by filing a notice of appeal with the executive secretary within 30 days of being notified of the suspension.
- 7.7 If an investigated officer appeals their suspension, then Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the suspension should be continued pending the conclusion of the investigation or should be set aside.
- 7.8 During the investigation the investigated officer shall be provided with an opportunity to provide a response to the investigator with respect to the concerns about the investigated officer's conduct.
- 7.9 An investigated officer may, in the course of the investigation, submit the officer's resignation to the executive secretary.
- 7.10 Where an investigated officer resigns in accordance with subsection 87.9, the investigation shall be continued with the cooperation of the investigated local officer and the resignation does not extinguish any liability that the investigated local officer may have with respect to acts which occurred during the period the office was held.
- 7.11 The investigated officer has a duty to cooperate during the investigation and the investigator may direct the investigated officer or any other member of the Alberta Teachers' Association to:
 - (a) answer any inquiries the investigator may have relating to the investigation;
 - (b) produce any records or other property in the investigated officer's possession or under their control that are or may be related in any way to the investigation;

- (c) 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; and
- (d) attend before the investigator for the purpose of complying with (a), (b), or (c) of this subsection.

7.12 In the event that the investigated officer fails or refuses to cooperate with the investigator, the failure to do so shall be noted by the investigator in their report to the table officers.

7.13 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 officer.

7.14 The table officers, upon consideration of the report of the investigator, may make one or more of the following orders:

- (a) remove the investigated officer from office;
- (b) restrict the investigated officer's eligibility for office in the future;
- (c) if the investigated officer was suspended during the investigation, reinstate the investigated officer to office and impose any conditions or restrictions that the table officers consider appropriate in the circumstances; and shall advise the investigated local officer and Provincial Executive Council of their decision.

7.15 If the table officers remove the investigated officer from office, then the table officers may appoint another individual to assume the duties of the investigated officer until a new officer is elected or appointed to the position in accordance with this constitution.

7.16 The investigated officer may appeal the decision of the table officers under subsection 7.14 by filing a notice of appeal with the executive secretary within 30 days after being notified of the decision.

7.17 If an investigated officer appeals the decision of the table officers, then Provincial Executive Council shall, as soon as practicable, consider representations of the table officers and the investigated officer and shall determine if the decision of the table officers shall be confirmed, varied, or set aside.

7.18 In an appeal under subsection 7.7 or 7.17, the table officers may make submissions to Provincial Executive Council respecting the outcome of the appeal.

7.19 **Official Trustee**—Subject to a two-thirds majority vote, Provincial Executive Council may appoint an official trustee to conduct the affairs of the specialist council, subject to any terms and conditions the Provincial Executive Council considers necessary:

- (a) when the specialist council fails to comply with the requirements of subsection 7.11;

- (b) when the specialist council fails to comply with the requirements of subsection 7.12;
- (c) when the Provincial Executive Council considers it in the interests of the Association to do so.

7.20 The specialist council may appeal the appointment of an official trustee to a representative assembly.

7.21 An official trustee appointed under subsection 7.19 has the powers and duties conferred by the General Bylaws on a specialist council and conferred by this constitution.

7.22 On appointment of an official trustee to the specialist council, the officers of the specialist council cease to hold office as officers of the specialist council.

7.23 An official trustee continues in office until the Provincial Executive Council or a representative assembly determines that the official trusteeship is no longer necessary.

8. **COMMITTEES:** The council shall appoint from time to time such committees as are necessary to carry on the work of the council.

9. **LIAISON:** Any representations which this council wishes to make to any organization, government department, other agency or official shall be conducted through the Provincial Executive Council of the Alberta Teachers' Association.

10. **REGIONAL COUNCILS:** The executive committee of this specialist council may encourage the formation of regionals and shall have authority to grant recognition to, establish boundaries of, and develop regulations which are not inconsistent with this constitution or the policies of the Alberta Teachers' Association for governing the organization and operation of such regional councils.

11. **NATIONAL/INTERNATIONAL ORGANIZATIONS:** After the same notice of motion that is required for amendments to this constitution, the Council, by a majority vote of those present at a regular session of an annual general meeting, may: (a) subject to approval by Provincial Executive Council, join or affiliate with a national or international organization representing the same special interest; or, (b) cancel its membership or affiliation with a national or international organization.

12. **REPORTING ACTIVITIES:** This council shall submit annually, not later than August 31, an audited financial statement, a statement of assets and liabilities, an annual report of program and activities, and a copy of the council's current constitution.

13. **MEETINGS:** (a) Table Officers - The Table Officer committee may meet as needed during the year. The meeting will be called by the President. (b) **Executive**—The executive committee shall be the executive and administrative body of this council. It shall meet at least two times per year and shall conduct the affairs of the council between annual general meetings. (c**b**) **General** – This council shall hold an annual general meeting for which the agenda shall provide for the topics listed below:
- (i) Adoption of minutes from the preceding annual general meeting and any special general meetings held in the interim.
 - (ii) The annual reports from this council's president and treasurer.
 - (iii) Receiving of reports of Executive members and committees.
 - (iv) An audited financial statement for the preceding fiscal year.
 - (v) An annual budget.
 - (vi) Revisions to the fees for membership in this council for which the required notice of motion has been given.
 - (vii) Amendments of this constitution for which the required notice of motion has been served.
 - (viii) Election of officers.
 - (ix**viii**) Other business.
14. **QUORUM:** (a) Annual General Meeting: The quorum for the annual general meeting shall be the members in attendance. (b) All Other Meetings: Quorum shall consist of a majority of voting members of executive or committee.

154. **REPLACEMENT OF EXECUTIVE COMMITTEE MEMBERS**

- a. Any member of the Executive who misses two meetings, without permission of the Executive, 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 position may be filled by a member appointed by Executive to fill the vacancy for the remainder of the term.
- b. Any member of the Executive ~~of a specialist council~~ or regional who has been deemed to be delinquent in fulfilling ~~their~~his/her responsibilities by a two-thirds vote of the Executive conducted by secret ballot shall be removed from the Executive Committee.

The position may be filled by a member appointed by Executive to fill the vacancy for the remainder of the term.

165. **AMENDMENTS:** After 45 days' ~~three months'~~ notice of motion to amend the constitution has been provided ~~being given to each member~~, this constitution may be amended by a two-thirds vote of the members present at the annual general meeting of the council, subject to ratification by the Provincial Executive Council of the Alberta Teachers' Association.