

## **Part III: Science Council By-Laws**

Preamble: The By-Laws of this Council are extensions of the Constitution. They are intended to clarify, interpret and put into action the articles of the Constitution.

Amendment of the By-Laws: By-Laws may be amended at the Annual General Meeting of the Science Council by a two-thirds majority vote of those regular members present. Any proposed amendments must be submitted in writing to the AGM where they are to be considered and voted on.

### **I. Membership**

#### **1.1 No-Cost Membership**

Active members of the ATA are entitled to a no-cost membership in a specialist council of their choice. Members of the ATA may also purchase a subsequent membership in the Science Council through the ATA.

#### **1.2 Honorary Life Memberships:**

1.2.1 may be granted to any individual deemed worthy by the Executive or by resolution at the Annual General Meeting. These individuals are Active/Life members of the ATA or those who have retired from the teaching profession while holding an active membership of the ATA.

1.2.2 are perpetual and may be rescinded by resolution at an AGM.

1.2.3 may receive further recognition as provided for by policy resolution.

#### **1.3 Complimentary Memberships:**

1.3.1 may be granted to any individual deemed worthy by the Executive or by resolution at the Annual General Meeting.

1.3.2 provides for attendance at general meetings but not to vote or make motions.

1.3.3 are to be reviewed annually by the Executive.

1.3.4 may receive further recognition provided for by policy resolution.

### **II Membership Fees**

1.1 The Science Council fee structure shall be determined annually at the Annual General Meeting.

### **III. Committees**

#### **1. Finance**

- 1.1 The President and the Treasurer shall obtain a monthly financial statement regarding the Science Council Grant Account from the Provincial ATA.
- 1.2 The President and the Treasurer shall request an itemized accounting of every item charged to the Grant Account.
- 1.3 The Science Council financial records shall be audited annually by an approved accountant. The finance department of the Association will provide a free review of account service for your council and annual conference.
- 1.4 All advances to be issued by the Treasurer must have prior approval of the Executive.
- 1.5 An annual rebate of \$5.00 will be made to regional councils for every regular Science Council member who is also a member of the regional. The rebate will be granted upon receipt, by the Science Council Treasurer no later than July 1, of the regional's annual report which is include an activities report, the financial report (indicating Bank, Account Number and Authorized Signatures), a membership list (the names and addresses of regional members who are regular members of the Science Council) and the names, addresses and telephone numbers of the President and Treasurer for the upcoming academic year.
- 1.6 The budget must set aside monies for the following line items.
  - 1.6.1 Emergency operating grants to regionals in financial difficulty.
  - 1.6.2 Unforeseen deficits occurring in relation to regional activities normally up to a maximum of \$50.00.
  - 1.6.3 Special Grants Funds be set aside at the discretion of the ATA Science Council.
  - 1.6.4 Inaugural grant of \$50.00 be provided to newly organized regional councils.

## **2. Budget Committee**

- 2.1 Chaired by the President, composed of the Treasurer, the Vice President, the Past President, and the Conference Director. This committee shall set up the regular and conference budgets for the upcoming budget year and ensure that they are presented at the Annual General Meeting.

## **3. Nominations Committee**

- 3.1 Nomination and Election Procedures
  - 3.1.1 The Past President shall chair the Nomination Committee and shall call for nominations for all upcoming vacant executive positions at least 30 days prior to the Annual Conference. The call for nominations shall include brief position descriptions, eligibility information and official nomination forms.
  - 3.1.2 Nominations shall be submitted to the chair of the Nomination Committee, on the official nomination form, in time for ballots to be distributed to all members with The Alberta Science Teacher Conference Newsletter.
  - 3.1.3 The Past President shall serve as Returning Officer.
  - 3.1.4 Biographical data of the Nominees per the official nomination forms shall be forwarded

to the membership along with the ballots.

- 3.1.5 Successful candidates for vacant executive positions will be announced at the Annual General Meeting.
- 3.1.6 The Nomination Committee will ensure that there is at least one candidate for each executive vacancy. If an executive position is unfilled, nominations can be forwarded from any member of Council at a regularly scheduled meeting.
- 3.1.7 Newly elected executive officers shall be installed as such at the Annual General Meeting but shall officially assume the duties of that office at the completion of the Annual Conference.

#### **4. Conference Committee**

- 4.1 A maximum of 8 members appointed by the Conference Directors.

#### **5. Curriculum Committees**

- 5.1 A committee comprised of Division IV, Division III, and Elementary representatives.

#### **6. Awards Committee**

- 6.1 Chaired by the Past President and composed of a minimum of two council members.

#### **7. Ad Hoc Committees**

- 7.1 Called as required with the committee members to be identified.

#### **8. Publications Committee**

- 8.1 Comprised of the President, Vice President, Communications Director, Treasurer, Journal Editor and The *Alberta Science Teacher* Editor.

#### **9. Adjudication Committee**

- 9.1 Comprised of two former members of the Executive appointed by the President.

### **IV. Regional Councils**

#### **1. Eligibility**

- 1.1 Upon the submission of a constitution to the Science Council Executive, any ten paid up regular members of Science Council, may be recognized by the Executive as a duly constituted Regional Council.
- 1.2 Any submission of a constitution by ten members wishing to form a Regional Council must be considered at the next regular Executive meeting.
- 1.3 The individuals making the submission must be notified within 30 days of the status of their submission.

2. An Inaugural Grant of \$50.00 is provided to newly organized Regional Councils.

**3. Regional Budgeting**

3.1 Seminars, workshops, and other regional activities shall be economically viable.

3.2 Should an unforeseen deficit occur in relation to regional activities, Science Council may meet such a deficit up to a maximum of \$50.00 if justified.

**4. Special Grants Fund**

4.1 A special grant fund shall exist for projects approved by Science Council Executive. The projects shall be approved by Science Council Executive prior to their initiation.

4.2 Grants at the discretion of the ATA Science Council shall be available for approved projects.

**5. Annual Report**

5.1 A membership list (the names and addresses of regional members who are regular members of Science Council) must be submitted to the Science Council Treasurer along with an annual report outlining the past year's activities, a financial report (indicating Bank, Branch, Account Number, and Authorized Signatures) and the names, addresses and telephone numbers of the President and the Treasurer for the upcoming year not later than July 1.

5.2 Eligibility of names submitted by the regional president for regional membership rebates will be determined by the most recent official Science Council membership list as compiled by the provincial ATA prior to July 1.

6. Executive officers of regional councils must be current, regular members of the Science Council.

7. Termination: Dissolution of the regional may be authorized by a two-thirds majority vote at a general meeting of the regional, or by the Executive of the Science Council if the regional has ceased to function. Upon dissolution, all assets, records and books must be turned over to the Science Council Executive.

**V. National/International Organizations**

1. The President shall be the Science Council representative to national or international organizations, such as the National Science Teachers Association (NSTA).

**VI. Conferences**

1. The duties of the Conference Directors shall include the directorship of the Science Council annual conference as described within this Handbook under Conference Director.
- 2. Conference Expenses**
  - 2.1 The Conference Director(s) must submit a balanced conference budget for approval by the Executive.
  - 2.2 Each year the Science Council Executive will vote to determine the amount of reimbursement each Executive member and each Conference Committee member may receive, when working at the annual conference. This amount may cover registration, accommodation, meals, travel, or portions thereof. The allotted sum will be paid at the annual conference for each attending member upon completion of their conference duties.
  - 2.3 Reimbursement of conference expenses for the Science Council Executive is to be taken from the science conference budget.
  - 2.4 Conference Director(s) will provide an updated financial statement at each executive council meeting. This statement will detail the amount budgeted in each category and the amount spent to date.
  - 2.5 The Treasurer and the Conference Director(s) will advise executive council prior to budget lines being exceeded or when spending trends indicate that a budget category is likely to be over-spent. Executive council must approve any budget over-runs prior to payment.
  - 2.6 All contracts and financial commitments related to the annual conference must be approved by the science council executive prior to being undertaken or executed. This will occur when Science Council Executive accepts the conference budget.
  - 2.7 All expenses, excepting emergent expenditures, must be approved by the Science Council Executive prior to being incurred.
  - 2.8 Emergent expenditures, exceeding approved budget lines, which require payment prior to a science council executive meeting can be authorized by the president or designate and two other table officers. These expenditures shall be under \$2500.00. Any such actions shall be reported to the next meeting of the Executive Council.
  - 2.9 Reimbursement for auto travel shall be the same as outlined in section 4.22 of the handbook.

## **VII. Publications and Promotion**

1. The official publications of Science Council shall be *The Alberta Science Teacher*, and the *Alberta Science Education Journal*.
2. A Publications Committee, consisting of the President, Vice President, Communications Director, Treasurer, Journal Editor and *The Alberta Science Teacher* Editor (also assistant editors when applicable), shall be formed to oversee the publications and to make recommendations to the Executive and the general membership regarding publications.

3. The Science Council Bulletin shall serve primarily as a vehicle for communication with the membership on items deemed newsworthy and timely in Science Council business and in science education.
4. *The Alberta Science Teacher* shall reflect on the contributions and activities of Alberta science teachers in the classroom.
5. *The Alberta Science Education* journal shall carry articles of a professional nature, including sessions presented at the annual conference.
6. The retail price of monographs published by Science Council is to be determined by resolution of the Science Council Executive.
7. The appointments of *The Alberta Science Teacher* editor and the journal editor shall be made by resolution of the Science Council Executive upon recommendations of the Publications Committee.
8. The Science Council website shall be maintained on a monthly basis by the Communications Director and/or any other executive officer under the guidance of the Communications Director.

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